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## Coronavirus Disease (COVID-19) Guidelines – Noncorporate

### Statement

It is the goal of Rite Aid (the “Company”) to take steps to reduce the spread of Coronavirus (“COVID-19”) in the workplace and to protect the wellness of all associates and customers. These Guidelines set forth the responsibilities of all associates to minimize the risk of the spread of COVID-19. Please understand that these Guidelines cannot anticipate all possible situations, so please be patient as we respond to this rapidly changing situation.

### Scope

These Guidelines apply to all associates of Rite Aid who work outside of corporate or field offices (such as Rite Aid stores and distribution centers), and who work outside of Ohio.

### Definitions

**Exposure:** A person is exposed to COVID-19 when he or she answers yes to any of the following questions:

- Is the associate living in the same household as, an intimate partner of, or providing care in a nonhealthcare setting (such as a home) for a person with symptoms and a confirmed/presumed case of COVID-19 and the associate has not been using recommended precautions for home care and home isolation<sup>1</sup>?
- Has the associate been in close contact for a prolonged period of time with a person with a confirmed/presumed case of COVID-19 who is displaying symptoms?
- Has the associate been in contact with respiratory secretions (i.e., you were coughed on) by a person with a confirmed/presumed case of COVID-19?
- Has the associate been in the same indoor environment with a person with a confirmed/presumed case of COVID-19 for a prolonged period of time (i.e., in the same classroom or same hospital waiting room)?

**Close Contact:** Within 6 feet.

**Confirmed Case:** A situation where a person has tested positive for COVID-19.

**Presumed Case:** A situation where a person has symptoms of COVID-19, but the person’s healthcare provider does not suggest or order COVID-19 testing because the healthcare provider presumes that the person has COVID-19, and the healthcare provider has provided documentation accordingly. *Associates should be aware that they will no longer be eligible for Pandemic Pay if they have a presumed case of COVID-19 because Rite Aid now has free testing available. Go to <https://www.riteaid.com/pharmacy/services/covid-19-testing> to find Rite Aid testing locations.*

**Prolonged Period:** 10 minutes or more.

**Quarantine:** Separating and restricting your movement (i.e., not coming to work), whether directed by a medical professional or by yourself.

**Social Distancing:** Avoiding gatherings of 10 or more people. If you have to be around people, keep 6 feet between you and other people when possible.

**Increased Risk for Serious Illness:** Individuals who have a serious underlying health condition that can put them at increased risk (for example, a condition that impairs lung or heart function or weakens the immune system).

**Self-Isolating:** Staying home because you are 65 or older or have an increased risk for serious illness and have produced documentation from your healthcare provider.

<sup>1</sup> For guidance on what constitutes precautions for home care and home isolation, please see the CDC’s guidance, Preventing the Spread of Coronavirus Disease 2019 in Homes and Residential Communities, available at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html>.

**Administrative Leave:** An unpaid, job-protected leave initiated because the associate has concerns about coming to work. The duration of administrative leave is indefinite and will end when Rite Aid determines, in its sole discretion, that administrative leave initiated pursuant to the COVID-19 pandemic will end. An associate may decide to return to work before Rite Aid determines that administrative leave will end.

## Guidelines

### Travel

Until further notice, the Company has suspended international business travel. The Company has restricted domestic travel to essential business, but if you must travel, recommendations include:

- Discussing business travel concerns with your supervisor.
- Wiping down airline seats, tray tables, and surfaces in hotel rooms with disinfecting wipes and limiting access to your hotel room by others during your stay.
- Associates should avoid personal travel (domestic or international) to locations which have been deemed by the CDC to have significant outbreaks of COVID-19. Associates are encouraged to check the CDC's latest guidance on travel.

### Practice Good Hygiene

Each associate has a responsibility to help prevent the spread of COVID-19. Associates should engage in good hygiene practices while at work, especially:

- Refrain from shaking hands or otherwise touching your coworkers or others.
- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- **When you need to cough or sneeze:**
  - Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
  - Throw used tissues in the trash.
  - Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
- Adhere to the recommendations issued by the CDC.
- When not at work, associates are expected to practice social distancing. While at work, associates are expected to practice social distancing by keeping at least 6 feet between themselves and other people as practical.
- **Rite Aid is shipping gloves, surgical masks, and face shields to stores and distribution centers for use by associates, as they become available.** The CDC recommends the use of face coverings, and Rite Aid has mandated that associates use face coverings. The CDC has issued no recommendations on the use of gloves or face shields.

### Monitor Yourself For Symptoms

Associates must monitor themselves for symptoms of COVID-19 by performing a self-assessment before coming into work and stay home if they are experiencing symptoms. The symptoms that should be monitored are fever, cough, shortness of breath, chills, muscle pain, new loss of taste or smell, vomiting or diarrhea, and/or sore throat. Associates who are experiencing symptoms of COVID-19 should consult with their healthcare provider.

Associates who develop acute respiratory illness symptoms (trouble breathing or shortness of breath) while at work should be sent home immediately.

### What to Do if You're Effected by COVID-19

Associates are encouraged to stay home if they have a fever or other symptoms of COVID-19, and should consult with their healthcare provider. Associates who develop acute respiratory illness symptoms (trouble breathing or shortness of breath) while at work should be sent home immediately. These Guidelines require the following actions be taken to reduce the spread of COVID-19:

- **Confirmed/Presumed Case of COVID-19:** Associates should stay home if they have a confirmed/presumed case of COVID-19 or have been ordered to quarantine by a governmental entity. Associates can return to

work when cleared by their healthcare provider.

- **Experiencing Symptoms Consistent with COVID-19:** An associate who is experiencing symptoms of COVID-19 should stay home, consult with his or her healthcare provider, and follow the healthcare provider's direction. Associates should be aware that Rite Aid has many COVID-19 testing sites. A current list of Rite Aid testing sites is available here: <https://www.riteaid.com/pharmacy/services/covid-19-testing>. Associates may use this link to arrange for current free testing at a Rite Aid. If there is not a Rite Aid providing testing close to you, contact your HR Leader or Regional Leader to determine where you can get tested through a partnership with the U.S. Department of Health and Human Services. **Associates who wish to receive Pandemic Pay** while out of work due to experiencing symptoms must register to have a COVID-19 test within 24 hours of first experiencing symptoms. Associates who do not arrange to have a COVID-19 test must contact the Benefits Service Center to be placed on administrative leave and may return to work when fever free for 3 days, symptom free, and 7 days have passed since the associate first experienced any symptoms.
- **Exposure:** Associates should stay home in quarantine for 14 calendar days from the date of exposure (which includes the 48 hour period prior to the confirmed/presumed person experiencing symptoms) if they suspect that they have been exposed to COVID-19. Individuals who are well but reside with or otherwise care for someone who has a confirmed/presumed case of COVID-19 should stay home for 14 calendar days in quarantine to ensure that they do not exhibit any symptoms.
- **Travel:** Associates who are returning from a CDC Level 3 area must stay home for at least 14 calendar days following return from such area. Check the CDC's publication "Coronavirus Disease 2019 Information for Travel" for information on Level 3 areas. **This does not apply to pharmacists commuting from Canada. Pharmacists residing in Canada may continue commuting to work as long as they have no symptoms.** Associates who are returning from international travel from a location that is not a CDC Level 3 area must monitor their health and practice social distancing for 14 calendar days from return. If an associate travels domestically and that travel would require the associate to quarantine after such travel, the associate will need to quarantine but will not be eligible for Pandemic Pay.
- **Living With/Caring For Person With Symptoms Awaiting Test Results:** An associate who has no symptoms of COVID-19, has not been using recommended precautions for home care and home isolation, and lives with, is an intimate partner of, cares for, or has been exposed to a person who does have symptoms and is being tested for COVID-19 should stay home until the person with symptoms receives the results of his or her test. If the test is positive, the associate should stay home in quarantine for 14 calendar days from the last date of exposure (which includes the 48 hour period prior to the confirmed/presumed person experiencing symptoms). If the test is negative, the associate should return to work if the associate has no symptoms.

### **Associate Notification Responsibilities**

Associates must immediately notify their supervisor if they:

- Need to stay home because they are experiencing symptoms of COVID-19.
- Have been a confirmed or presumed case of COVID-19 as determined by a healthcare provider or a public health official.
- Are subject to mandatory or suggested quarantine related to COVID-19 by a healthcare provider or a public health official (including the beginning and end dates of the quarantine period).
- Know or suspect exposure to someone with a confirmed/presumed COVID-19 diagnosis.
- Have recently traveled to a location identified as CDC Level 3.
- Are planning to travel to a CDC Level 3 area on a personal trip in the next 60 days.
- Have no symptoms of COVID-19 but live with, care for, or have been exposed to a person who does have symptoms and who is being tested for COVID-19.
- Have requested an administrative leave.

**All associates who need to initiate administrative leave pursuant to these Guidelines should (1) notify their supervisor, and (2) contact the Benefits Service Center to initiate the leave.**

Associates who knowingly violate these Guidelines could face disciplinary action.

### **Pandemic Pay**

Associates will receive up to two weeks of pay in the following circumstances:

- Associate who has a confirmed case of COVID-19;
- Associate is experiencing symptoms of COVID-19 and waiting on test results (and the associate registered for a COVID-19 test within 24 hours of experiencing symptoms);

- Associate is sent home because he or she is not permitted to work after screening (and, if the reason the associate was sent home was due to symptoms, the associate has registered for a COVID-19 test within 24 hours of being sent home and is waiting on test results); or
- Associate is quarantined due to exposure to COVID-19.

*Note: Associates who are excluded from work due to personal travel will not receive Pandemic Pay.*

An associate who is on administrative leave for one of the reasons outlined in these Guidelines may take any available, accrued vacation or sick time if the associate is not receiving Pandemic Pay.

### **School or Daycare Closure**

If your child's school or daycare closes, it is expected that you attempt to find alternative childcare, switch shifts, or take any other measures to be available for work. If you cannot, you will be placed on an unpaid, job-protected administrative leave. During this time, you may use accrued time off.

**Rite Aid pharmacists and RediClinic clinicians and medical assistants are healthcare professionals and are expected to take every possible measure to ensure that they can maintain operations.**

### **Planned Vacations or Vacation Days**

Please work with your HR representative and supervisor to address pre-planned vacations or vacation days.

### **Company Response**

After receiving relevant information, the Company will take prompt and appropriate action(s) to reduce the spread of COVID-19 in the workplace. The Company also reserves the right to require associates to stay home or work from home depending on the particular circumstances.

The Company's decisions regarding excluding individuals from the workplace will be based on current and well-informed judgements concerning information available about COVID-19, the risks of transmitting COVID-19 to others, and the symptoms and special circumstances of each individual who has (or has been exposed to) COVID-19. The Company will follow all applicable regulations or instructions issued by federal, state or local public health authorities, the CDC, or other governmental agencies. The Company will generally follow guidelines or recommendations issued by these sources, taking into account the particular workplace circumstances.

### **Leaves of Absence**

All requests for administrative leave under these Guidelines shall be initiated through the Benefits Service Center. The Benefits Service Center can be reached at 1-800-343-1390. Please understand that the Benefits Service Center may be overwhelmed; please be patient.

### **Return to Work**

**After Being Confirmed or Presumed to Have COVID-19:** If an associate is confirmed or presumed to have COVID-19 (even if not showing symptoms), he or she should return to the workplace only after being released by a medical professional and providing corresponding documentation.

**After Experiencing Symptoms Consistent with COVID-19 and Awaiting Test Results:** An associate who is experiencing symptoms of COVID-19 and is awaiting test results should stay home until receiving the results of the test. If the test is positive, the associate should follow the guidance under "After Being Confirmed to Have COVID-19." If the test is negative, the associate should come back to work.

**After Caring for a Family Member or Cohabiting with an Individual with Confirmed/Presumed COVID-19:** An associate who is off work to care for a family member with confirmed/presumed COVID-19 or who lives with a person with confirmed/presumed COVID-19 may only return to work 14 calendar days from the last date of exposure (which includes the 48 hour period prior to the confirmed/presumed person experiencing symptoms) and the associate is not experiencing any symptoms of COVID-19.

**After Travel:** An associate that has traveled to a Level 3 country must stay off work for 14 calendar days following return from such area, and may only return to work if the associate is not experiencing any symptoms of COVID-19.

**This does not apply to pharmacists commuting from Canada. Pharmacists residing in Canada may continue commuting to work as long as they have no symptoms.**

**After Quarantine:** An associate who is quarantined due to exposure to a confirmed/presumed case of COVID-19 may return to work after 14 calendar days from the last date of exposure (which includes the 48 hour period prior to the confirmed/presumed person experiencing symptoms) and only if the associate is not experiencing any symptoms of COVID-19.

**After Being on Administrative Leave:** An associate who has been on administrative leave must return to work on the earlier of the following events: (a) Rite Aid determines, in its sole discretion, that administrative leave will end, or (2) the associate determines that it is safe to return to work.

**After Reporting Exposure to a Person Who Has Symptoms and is Being Tested for COVID-19:** An associate who has no symptoms of COVID-19 but lives with, cares for, or has been exposed to a person who does have symptoms and is being tested for COVID-19 should return to work if the test is negative and the associate has no symptoms. If the test is positive, the associate should follow the guidance under either “After Caring for a Family Member or Cohabiting with an Individual with Confirmed/Presumed COVID-19” above or “After Quarantine” as applicable.

### **Group Health Insurance During Leave**

If an associate participates in an employer-sponsored group health plan, benefits may be maintained in accordance with any protections offered under the applicable leave policy. Unless otherwise specified in the relevant policy, whenever an associate is receiving pay during a qualifying leave of absence where health insurance benefits are maintained, the associate’s portion of the group health plan premium will be deducted from the associate’s paycheck. Associates should contact Human Resources with any questions regarding continuing benefits during any leave.

### **Discrimination and Retaliation Prohibited**

The Company strictly prohibits and will not tolerate any retaliation or discrimination against any individual based on the individual having been exposed to and/or being diagnosed with COVID-19. Any individual who believes that he or she has been wrongfully retaliated against or discriminated against should immediately notify Human Resources.

### **Confidentiality/Privacy**

Except for circumstances in which the Company is legally required to report workplace occurrences of communicable disease, the confidentiality of any associate medical information will be maintained in accordance with applicable law and to the fullest extent practicable under the circumstances. The Company is committed to complying with all applicable federal, state, and local laws that protect the privacy of persons who have COVID-19. The Company reserves the right to inform other employees that a co-worker (without disclosing the person’s name) has been a confirmed/presumed case of COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health.

### **Abuse**

In cases of suspected abuse of leave granted in relation to COVID-19, an investigation by Human Resources may be initiated. If it is found through the investigation that the associate has used COVID-19 related leave in an improper manner, discipline, up to and including termination, may be taken against the associate.

### **Questions**

Associates who have any questions or concerns regarding these Guidelines should contact Human Resources.

## **Resources**

**World Health Organization Information:** <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

**CDC Information:** <https://www.cdc.gov/coronavirus/2019-ncov/index.html>