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Owner	HR

Guidelines for Gloves, Face Coverings, and Face Shields

Statement

Rite Aid (the “Company”) is providing associates in Rite Aid stores, distribution centers, the ice cream plant, the Information Technology Center, the Fixture Distribution Center, the Print Shop, and Central Fill with gloves and surgical masks. Associates who work in stores and distribution centers are being provided with face shields. These Guidelines discuss safe use of these materials.

Scope

These Guidelines apply to all associates working in Rite Aid stores, distribution centers, the ice cream plant, the Information Technology Center, the Fixture Distribution Center, the Print Shop, and Central Fill.

Definitions

Face Covering: A face covering is a surgical mask or a covering that is made of cloth that covers the nose and mouth. Face coverings can be items that you already have at home, such as a face tube or bandana, and may be homemade as long as they adequately cover the nose and mouth. If you decide to use a cloth face covering, the CDC recommends that the cloth face covering should:

- Fit snugly but comfortably against the side of the face;
- Be secured with ties or ear loops;
- Include multiple layers of fabric;
- Allow for breathing without restriction; and
- Be able to be laundered and machine dried without damage or change to shape.

Face Shield: A clear plastic shield that fits over the head and covers the face from the forehead to below the chin.

Guidelines

- The CDC now recommends that all individuals who work in pharmacies should wear face coverings, and as well as all other individuals working in public settings where other social distancing measures are difficult to maintain and in areas of significant community-based transmission. Associates are being provided with surgical masks. **Associates are reminded that wearing a face covering does not eliminate the need to physically distance yourself from others.** Associates should follow the guidelines below for the use of face coverings.
- Associates are being provided with gloves. The CDC has not mandated the use of gloves while at work. Associates may wear gloves at their discretion. Guidelines for the safe use of gloves are provided below.
- Associates are being provided with face shields. The CDC has not mandated the use of face shields while at work. Associates may wear face shields at their discretion.

Face Coverings

- Associates **must** wear face coverings while at work.
- Exceptions:**
 - If an associate has a medical condition that prohibits the use of a face covering, the associate need not identify the condition or provide any medical documentation.
 - Associates do not need to wear a face covering while eating or drinking, but must maintain social distancing when removing a face covering to eat or drink.
 - Associates do not need to wear a face covering when they are by themselves in a room, by themselves, with the door closed.
- You may use the Rite Aid-provided surgical mask or a cloth face covering¹ of your own.**
- Before putting on your face covering, put on gloves or 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.

Face Mask Guidance

- Be careful not to touch your eyes, nose, and mouth when removing your mask.

¹ You can find instructions from the CDC on how to make a cloth face covering here:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.

2. 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.

Cloth Face Covering Guidance

1. Be careful not to touch your eyes, nose, or mouth when removing the cloth face covering.
2. 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.
3. Washing your cloth face covering frequently, ideally after each use, or at least daily is strongly recommended. Use a bag or bin to store cloth face coverings until they can be laundered with detergent and hot water and dried on a hot cycle. If you must re-wear your cloth face covering before washing, wash your hands immediately after putting it back on or adjusting the mask, and avoid touching your face. Discard cloth face coverings that:
 - a. Have stretched out or damaged ties or straps
 - b. No longer cover the mouth and nose
 - c. Don't stay on the face
 - d. Have any rips or holes in the fabric

Face Shields

1. Store and distribution center associates may wear face shields. Each associate should label his or her face shield with permanent marker or a label. We do not recommend adding any decals or additional decoration to the shield, as you must be able to clean all surfaces to prevent the spread of infection.
2. Face shields may be taken home or left at work. If you leave your face shield at work, leave it in the manager's office or the pharmacy, as applicable.
3. Your face shield should be cleaned after each shift. Your face shield can be cleaned with bleach, ammonia, or peroxide wipes without streaking or discoloring. If your face shield develops a foggy film, wash the face shield with hot water and soap.
4. Wearing a face shield does not eliminate the need to wear a face covering. If you decide to wear a face shield, you must still wear a face covering.

Gloves²

The CDC has not issued guidance on wearing gloves, but associates may choose to wear gloves. If you work in a jurisdiction that requires associates to wear gloves (like New Jersey), you must comply. If you choose to wear gloves, pull a glove on each hand and extend to cover the wrist. To remove the gloves, follow these steps:

<p>1. Grasp the outside of one glove at the wrist. Do not touch your bare skin.</p> 	<p>2. Grasp the outside of one glove at the wrist. Do not touch your bare skin.</p> 
<p>3. Peel the glove away from your body, pulling it inside out.</p> 	<p>4. Hold the glove you just removed in your gloved hand.</p> 
<p>5. Peel off the second glove by putting your fingers inside the glove at the top of your wrist.</p> 	<p>6. Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second.</p> 
<p>7. Dispose of the gloves safely. Do not reuse the gloves.</p> 	<p>8. Clean your hands immediately after removing gloves.</p>

² Source: CDC Publication: How to Remove Gloves.