

1. Question : Should we be transferring people between stores (Think Big, GRO, etc.)? If someone was exposed it would spread it to another store.

Answer: The less transferring of people between stores the better until the situation stabilizes. However, there will be times when we need to move people around to meet the demands of taking care of customers. If nobody in a store has exhibited COVID-19 symptoms, then it is ok to make the transfer. This is a good time to remind everybody, that we are relying on each employee (you) to notify their supervisor if they are sick and go home. This is good time to remind you of good work place hygiene:

- **“No Handshake, No Contact”** environment
- Keep your distance from others - 6 feet is best
- Cover your mouth for coughs and sneezes with tissue or your sleeve.
- Keeping hands clean is one of the most important things we can do to stop the spread of germs. Please make sure to wash your hands often. Lather and scrub hands for 20 seconds before rinsing. Use hand sanitizer when hand washing is not available.
- Avoid touching your eyes, nose and mouth

2. Question : What if you are low on sick time and get sick?

Answer: We will follow our current policy that you use your sick time until it is exhausted, then use your vacation until it is exhausted. If more time is needed employees should notify their supervisor to arrange and utilize unpaid leave. If you are out with a long-term sickness, we will work with you using FMLA and the many programs currently available. We will continue following state and federal actions and will adjust as new information is available.

3. Question: What is the return to work rules after sickness or exposure?

Answer:

If an employee is exhibiting any signs of being sick:

- They need to be sent home or stay home if they call at the beginning of the shift!!!
- Employee should be symptom free for 24 hours if related to common cold or flu before returning to work.
- If employee has a fever (100.4° F [38.0° C] or greater using an oral thermometer), they must have no signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
- If they have other sickness i.e. sinus infections, food poisoning, etc. the employee can come back as soon as they are well.

If an employee has all 3 symptoms of COVID-19 (but not tested for COVID-19):

- They need to stay home, self-quarantine and contact their doctor.
- To return to work an employee must:

- have no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)
AND
- Other symptoms have improved (for example, when your cough or shortness of breath have improved)
AND
- At least 7 days have passed since your symptoms first appeared
- They need to check with their supervisor or HR before returning.

If an employee had possible exposure to COVID-19:

- They need to be sent home if at work and stay home, self-quarantine and contact their doctor.
- To return to work an employee's exposure to COVID can be either
 - A negative test result for COVID-19 of exposed individual
OR
 - 14 days in quarantine from date of symptoms with no signs of fever, cough or respiratory issues
 - They need to check with their supervisor or HR before returning.