

TNG Retail considers the health and safety of our employees and their families our priority. During this time of concern we are pleased to be able to keep our employees working as well as proud of the essential services you are able to provide your community. With that in mind, we would like to provide you with the following information regarding the coronavirus (also known as COVID-19). We will continue to monitor COVID-19 and will provide updates to you as they become available.

Remote Work

While there will be some disruption to our normal day to day life, TNG Retail Services' goal is to maintain business operations as normal as possible. If you are able to perform essential job duties from home we are approving working remotely at this time. Please obtain approval from your direct Supervisor in advance.

Business Travel

We are temporarily suspending all non-essential business travel until further notice. Please reach out to people@tngretail.com or safety@tngretail.com if you have further questions regarding planned travel.

Family Needs

If you need to work from home to accommodate family needs/school closures we support you with this flexibility. Please coordinate a schedule and essential responsibilities with your direct Supervisor.

Keeping the Workplace Safe

The protocol for protecting yourself and others in the workplace against COVID-19 is outlined by the Centers for Disease Control and Prevention (CDC) guidelines. These are simple everyday practices that can be used both at home and in the workplace to protect against bacteria and viruses:

- Wash your hands frequently
- Cover your coughs and sneezes with a tissue or the inside of your elbow; and
- Avoid touching your face.

In addition, clean personal workspace items that are frequently touched, such as your desk, computer mouse, and keyboard, with cleaning spray or wipes [indicate if sanitizers/cleaners will be available].

We move products to move businesses forward.

Illness and Sick Leave

If you feel any signs of illness (flu/cold-like symptoms), we will request that you self-quarantine at home for no less than 14 days. You are permitted to use any accrued sick and vacation during this time. When you are prepared to return to work, please submit your doctor's note clearing you to return to People@TNGRetail.com

Household Risks Related to the Workplace

If someone lives in your household who has been diagnosed with coronavirus, please notify your direct supervisor as well as people@tngretail.com as soon as possible.

Potential Office Closures

At this time all TNG Retail corporate offices have been asked to work from home and are adequately equipped to fully function remotely and can be reached by phone or email. If you work in a corporate client site that is closing please reach out to your direct supervisor as each division has made arrangements for their teams.

Sick Time FAQ - Management

Q. What if my Team Member calls in sick, but the next day feels better?

We will be maintaining our policy of requesting a doctor's note clearing the Team Member to work, after taking the requested 14-day self-quarantine.

Q. What if a Team Member calls in sick? These are our next steps:

1. Management sends the Team Member the 'sick time' form letter (attached) and notes the absence in SRS
2. Sick time is entered by Operations into SRS
3. The People Department puts the Team Member on LOA
4. The People Department send outs a communication to the Team Member about LOA
5. The People Department will send the Team Member return to work steps a few days before the end of 14 days

Q. What if a Team Member calls in sick, but not flu like symptoms, they are sick due to a toothache?

Please follow our standard sick time protocol of noting the sick absence in SRS and asking the Team Member to submit a doctor's note if absent for more than 3 days.

Q. What if my Team Member has reduced/limited availability, due to school closures? These are our next steps:

1. The Team Member or Management notifies the People Department of the request for LOA
2. Team Member is permitted to use vacation and is entered by Operations into SRS
3. The People Department send outs a communication to the Team Member about LOA
4. The People Department stay in touch regarding the Team Members intention of returning

Q. What if my Team Member needs to take care of a sick family Member? These are our next steps:

1. The Team Member or Management notifies The People Department of the request for LOA/FMLA a. Determination will be based upon validating the nature of the illness
2. The Team Member is permitted to use both sick and vacation
3. The People Department send outs a communication to the Team Member about LOA/FMLA
4. The People Department will stay in touch regarding the Team Members return to work steps/intention of returning

Sick Time FAQ - Management

Q. I have a Team Member who called to say that they are over 65 years old and told to stay home. What do we do? These are our next steps:

1. The Team Member or Management notifies the People Department of the request for LOA
2. The Team Member is permitted to use both sick and vacation
3. The People Department send outs a communication to the Team Member about LOA
4. The People Department will stay in touch regarding the Team Members return to work steps/intention of returning

Questions? Email People@TNGRetail.com