



## COVID-19 Workplace Health & Safety Protocol

TNG Retail Services values you as a Team Member and therefore, values the health and safety of you, your family and the community at large. It is the Company's goal, during any period of quarantine or contagious disease outbreak to operate effectively, to ensure that all essential services are continuously provided, and to make certain that all Team Members are healthy and safe within the workplace. The COVID-19 Workplace Health & Safety Protocol applies to the current Coronavirus (COVID-19) pandemic and influenza (flu) season and when applicable, governs all Team Members, including contracted personnel and visitors.

### SCOPE:

TNG Retail Services requires all Team Members strictly adhere to the guidance provided in this protocol.

### REQUIREMENTS (Stop the Spread):

1. ***Know how they are spread.*** COVID-19 and the flu spread from person to person mainly between people who are in close contact with one another (within 6 feet) and through respiratory droplets from when an infected person coughs, sneezes, breathes, sings, or talks.
2. ***Wear a mask/face covering when around others.*** The mask is intended to protect other people in case you are infected. The mask is not a substitute for social distancing.

#### **How to Wear a Mask/Face Covering:**

- Wash your hands before putting on your mask
- Completely cover your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Secure with ties, ear loops, elastic bands or other equally effective method.
- Make sure you can breathe easily

#### **Mask/Face Covering Considerations:**

- Face coverings must be free of any wording and/or images. Check with your direct supervisor to determine if there are other store-specific guidance.
- CDC does not recommend use of masks or cloth masks that are less than three (3) layers thick, fit too tight, are made of materials such as: plastic, leather or loosely woven fabric or masks that contain exhalation valves or vents.

- Reusable face coverings should be cleaned daily with soap and water before each use. See here→ [How to Wash Masks](#)

Face coverings and latex gloves are available through the [Company Store](#), at no cost to the Team Member. In accordance with the CDC's guidance, latex gloves should only be used for cleaning. Therefore, latex gloves are only available to Team Members who clean as a regular part of their daily responsibilities.

3. ***Social/Physical Distancing.*** Avoid close contact with people who are sick. Maintain 6 feet of distance between yourself and people who do not live in your household.

***At the Client Retail Store:***

- Team Members must remain aware of all fellow Team Members, store associates and customers to ensure a safe distance of at least 6 feet.  
*REMEMBER:* Customers have the right of way! When applicable, Team Members are expected to stop what they are doing (merchandising, etc.) to move out of the way, to allow customers and/or store personnel the appropriate amount of space.
- Do not congregate in groups in any areas (within or outside the store) without maintaining a safe physical distance of 6 feet or more.
- Ensure there is a plan in place to prevent physical hand-offs (i.e. equipment, products, schematics) to maintain proper physical distance.
- Team Members who encounter store associates and customers who are not wearing a mask, should not confront. Instead, you may report this information to the store manager on duty and to the Safety Department.

4. ***Wash your hands often.*** 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 available use hand sanitizer that contains at least 60% alcohol.

***At the Client Retail Store:***

- Throughout the work shift, frequently wash hands with soap and water for at least 20 seconds, or, if soap and water are unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol.
- At a minimum wash hands:
  - Beginning and end of each shift
  - Before and after bathroom breaks
  - Before and after break/lunch, prior to touching any food
  - Before and after any activities where you may be touching your face, eyes, nose or mouth

- Avoid touching your face, including their eyes, nose, and mouth, particularly until after you have completed your shift, removed any PPE and thoroughly wash or sanitize your hands.
5. **Clean and disinfect.** Clean and disinfect frequently touched surfaces daily. This includes tablets, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets and sinks.

#### At the Client Retail Store:

- Clean and disinfect all equipment that must undergo transfer of any kind from person to person between uses at any time during shift.
- Clean dirty surfaces with soap and water before disinfecting them.
- To disinfect surfaces, use products known to kill the virus that causes COVID-19, and are appropriate for the surface (e.g. diluted Clorox Bleach, Lysol Disinfectant Spray).
- Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting.
- For each product you use, consult and follow the manufacturer's instructions for use.

For additional information on how to effectively clean and disinfect, please visit the CDC [here](#).

6. **Get the flu vaccination.** While the flu vaccination will not protect against COVID-19, it is shown to reduce the risk of flu illness, hospitalization and death.
7. **Monitor your health daily.** Be alert for symptoms. Watch for fever, cough, shortness of breath or other symptoms.

#### **In-Person/Virtual Health Checks**

As part of your role in keeping yourself, and others safe, all Team Members are required to complete a physical or virtual health screening prior to the start of your shift.

- Answer the COVID-19 Daily Health Screening questions (in SRS). **Team Members that respond "Yes" to either of the first two (2) questions, MUST REMAIN HOME and CONTACT SUPERVISOR & SAFETY DEPARTMENT IMMEDIATELY.**
  - Team Members must report to the Client Retail Store's Health Screening Self-Check, where applicable.
8. **Stay home, if you are sick.** All Team Members have a responsibility to prevent the spread of COVID-19 when they are aware or suspect that they are, or could be, asymptomatic of COVID-19. Awareness is defined as showing or feeling signs of illness (that are not typical for you), such as: coughing, fever, joint aches, chills, repeated shaking, muscle pain, headache, sore throat, loss of taste or smell. **If you have a confirmed case of COVID-19 OR are experiencing symptoms AND have had known, prolonged exposure with someone with COVID-19, you MUST REMAIN HOME and CONTACT SUPERVISOR & SAFETY DEPARTMENT IMMEDIATELY.**

You may be entitled to COVID-19 supplemental leave benefits. Refer to the *COVID-19 Leave of Absence Policy* or contact the People Department for more information.

#### [At the Client Retail Store:](#)

- Team Members who appear to be symptomatic upon arrival to work, or who become sick during the day, should be immediately separated from other Team Members, customers, and store personnel and sent home. Team Members must check-in with their direct supervisor prior to leaving the store.
- Direct supervisors must notify the Safety Team immediately, if a Team Member has been sent home due to COVID-19 related symptoms.
- Direct supervisors should confirm with the Team Member that they have a safe method of transportation, should they need to be transported home or to a healthcare provider.

### [DAILY COMMUTE:](#)

Team Members are encouraged to remain as safe as possible when commuting to work. This includes utilizing their best judgement when determining their method of transportation. One of the safest options is to use a personal vehicle or ride with someone in your household, to reduce exposure. The *Stop the Spread* guidelines listed above apply to [all forms of transportation](#) and should be utilized whenever possible.

#### **Personal Vehicle/Vehicle of Someone in your Household**

- Clean and disinfect all surfaces, especially those that are frequently touched.
- Limit the number of passengers to improve social distance.
- Improve ventilation in the vehicle by opening a window or setting the air ventilation/air conditioning on non-recirculation mode.
- When getting gas, use disinfecting wipes on handles and buttons at the gas pumps before you touch them (if available). Sanitize hands after fueling and wash them once you arrive at your destination.

#### **Carpool**

- Team Members will not carpool unless they are carpooling with someone from their household or have been authorized for an exception.
- Non-Driver Waivers may not be supported during this time.
- Exceptions are authorized for carpooling with someone within a shared household and in limited instances, but must be approved by the Safety Department.
- If an exception is authorized, use the safety precautions provided in [How to Carpool During COVID-19](#).

#### **Public Transit**

- Stay up-to-date with local transit authorities regarding the latest information on changes and/or procedures.
- If your schedule permits, try to avoid peak hours when there are likely to be more passengers.
- Avoid touching frequently touched surfaces by using touchless payment options, touchless doors and touchless trash cans. If you must touch a surface, wash your hands or use hand sanitizer as soon as you can. Rewash or sanitize your hands as soon as you reach your destination.
- Avoid gathering in groups, standing in crowded areas and try to keep a row of seating between yourself and other riders.

### **Rideshare/Taxi/Paratransit Services**

- Avoid touching surfaces especially those that are touched frequently by others.
- Avoid pooled rides where multiple passengers are picked up who are not in the same household.
- Ask the driver to open the windows to improve ventilation.

For additional guidelines on protecting yourself when using transportation please visit the CDC [here](#).

### **ESSENTIAL BUSINESS TRAVEL:**

Until further notice, all non-essential business travel is banned by the Company. Any exceptions must be approved by VP-level managers and above. If travel is approved, in addition to adhering to the *Stop the Spread* steps listed above, adhere to the following guidelines:

### **Carpool**

- Team Members will not carpool on Company compensated time (i.e. paid drive time, mileage, company paid rental car usage) unless they have been authorized an exception.
- Exceptions are authorized for carpooling with someone within a shared household and in limited instances, but must be approved by the Safety Department.
- If an exception is authorized, use the safety precautions provided in [How to Carpool During COVID-19](#).

### **Air Travel & Hotel Accommodations**

- Team Members traveling together will wear a mask and maintain physical distancing at all times.
- Check the airport's and/or hotel's COVID-19 prevention practices before you go.
- Team Members will wear masks, maintain hand hygiene and physical distancing in all public places to include airports and hotel common areas, as outlined in this protocol.
- Team Members will not share hotel rooms.
- Choose contactless options (when possible): online reservations and check-ins, mobile room key, contactless payment and delivery of room service orders.

- Limit close contact with others, by minimize use of areas that may lead to close contact (within 6 feet) with other people as much as possible, like food courts, outdoor patios, inside lounging areas, [dining areas/kitchens](#), game rooms, [pools, hot tubs](#), saunas, spas, salons, and fitness centers.
- Consider taking the stairs. Otherwise wait to use the elevator until you can either ride alone or only with people from your household.

### Conduct while at Client Retail Store:

#### **Team Huddles & Stretching**

- Team huddles and pre/post work stretching will be conducted either electronically (e.g. text, email or phone) or in the store parking lot prior to entering the store.
- When team huddles and/or stretching are conducted in the store parking lot, please be sure to maintain a safe physical distancing of at least 6 feet.
- During the daily team huddles, all team members should be reminded of:
  - health checks and/or temperature checks, if applicable
  - mask/face covering requirements
  - physical distancing and sanitation requirements
- Eliminate shoulder to shoulder training, where possible.

For additional guidance specific to Albertsons Merchandising Program (AMP), review the Albertsons Merchandising Program Team Lead COVID-19 Protocol.

Should you have any questions and/or concerns regarding the content of this protocol, please contact your Safety Department at [safety@tngretail.com](mailto:safety@tngretail.com) or 925.443.4191 x5.