



Attention Store Employees,

In light of the developing information and growing case numbers from the COVID-19 "Coronavirus" reported in the United States, we have highlighted a few key ways to combat the spread of this virus throughout our operation. We are taking strong measures to protect our staff and customers from the harmful spread of the virus. Listed below are a few procedures we require you to follow:

1. Wash your hands for at least 20 seconds using hot water and soap. This should be performed as often as possible, but especially after touching carts, shelves, or other items within the store.
2. Wear gloves and replace them regularly. We're ensuring that a full supply of gloves are available for you to use during your shift. If you are serving prepared foods or anything consumed by customers, be sure your gloves are replaced after each customer.
3. Ensure your work area remains clean and sanitized at all times. This means taking time throughout the day to wipe down countertops, checkout lanes, and food preparation areas. Use a bleach-based cleaning solution when applicable.
4. Refrain from touching your face, eyes, and mouth because the virus can be transmitted through touch contact.
5. Keep up healthy hygiene practices at work and at home.
6. If you feel sick, please contact your manager and stay home! This will help prevent infection to customers and co-workers.

The health of our staff and customers is the number one priority in this time of sickness. We are grateful for your extra efforts during this time.