

COVID-19 Preparedness Plan for Holiday Stationstores, LLC and Adopted by Mid-County Coop

Mid-County Coop and Holiday Stationstores, LLC (Holiday) are committed to providing a safe and healthy workplace for all our workers, customers, vendors, clients, patrons, guests and visitors. To ensure we have a safe and healthy workplace, Holiday has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan is administered by Mark Hahn, Human Resources Director at Holiday, who maintains the overall authority and responsibility for the plan. However, management and workers are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. Holiday's managers and supervisors have our full support in enforcing the provisions of this plan.

Our workers are our most important assets. Holiday is serious about safety and health and protecting its workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have incorporated the feedback and suggestions of our workers into the development of this plan and have leveraged our business unit's plan against best practices, suggestions and ideas from other business units across our organization and across the globe.

Holiday's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It addresses:

- ensuring sick workers stay home and prompt identification and isolation of sick persons;
- social distancing – workers must be at least six-feet apart;
- worker hygiene and source controls;
- workplace building and ventilation protocol;
- workplace cleaning and disinfection protocol;
- drop-off, pick-up and delivery practices and protocol; and
- communications and training practices and protocol.

Holiday has reviewed and incorporated the industry guidance applicable to our business provided by the state of Minnesota for the development of this plan, including the following industry guidance for retail, convenience and restaurant industries. Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business include:

- additional protections and protocols for customers, clients, guests and visitors;
- additional protections and protocols for personal protective equipment (PPE);

- additional protections and protocol for access and assignment;
- additional protections and protocol for sanitation and hygiene;
- additional protections and protocols for work clothes and handwashing;
- additional protections and protocol for distancing and barriers;
- additional protections and protocols for managing occupancy;
- additional protocols to limit face-to-face interaction;
- additional protections for receiving or exchanging payment; and
- additional protections and protocols for certain types of businesses within an industry.

Ensure sick workers stay home and prompt identification and isolation of sick persons

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures have been implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

- Workers are expected to self-monitor for symptoms of COVID-19
- Workers are instructed to not report to work when they have symptoms of COVID-19
- Workers have been instructed to report their illness/symptoms to their supervisors immediately
- Workers have been instructed to not report to work if they have been in close contact with someone who is confirmed to have COVID-19
- Attached is the Holiday Sick "Stay at Home" and Self-Screening and Reporting policy

Holiday has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. All workers now have sick pay available to them based on position or hours worked that can be used when sick and for time away from work needed to see a medical professional and/or for testing of illness. Workers have leave available to them under the Family Medical Leave Act (FMLA) and also may be eligible for Emergency Relief Leave and/or Emergency Relief Pay when there is a confirmed case of COVID-19 requiring leave. Leave under FMLA and/or Emergency Relief Leave may also be used for workers with underlying medical conditions or who have household members with underlying health conditions. Workers may be allowed to supplement paid sick leave with other forms of paid time off, unpaid time off and short-term disability when applicable.

Holiday has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. Workers who have been exposed to a person who potentially has COVID-19 or is a confirmed case of COVID-19 will be quarantined from work for a minimum of 72 hours (or until test results confirm the case is not positive) or longer depending on factors such as duration and physical proximity of exposure, period of time since exposure and whether the worker is experiencing symptoms. Workers may be quarantined for up to 14 days or longer depending on the situation, the health industry recommendation for the circumstances and local, county, state or federal government ordinances in place. Any information, documentation or data collected or received during the course of enforcing policies or administering leave or paid benefits related to COVID-19 will only be used for purposes of worker safety and benefit and will only be shared with individuals who need to have the

information for that purpose. Any such information and records will be maintained in a secure and confidential manner and will be destroyed once the Company determines the records are no longer needed.

Social distancing and Additional protections and protocols

Social distancing of at least six feet will be implemented and maintained between workers, vendors, customers, clients, patrons, guests and visitors in the workplace through the following engineering and administrative controls. Other conditions and circumstances addressed in this plan that are specific to our business include:

- Personal Protective Equipment (PPEs) will be made available including, face-masks, gloves, hand sanitizer and disinfectant and other cleaning supplies
- Masks and/or gloves will be required where required by local, county or state ordinances or where required by the industry guidance that is applicable to our business such as when handling food
- Masks are allowed and encouraged where not required
- Store locations will observe maximum occupancy restrictions
- Capacity limits have been assigned to conference rooms and common areas
- Seating and tables have been removed from common areas to ensure safe distancing
- Signage and stickers will be used to ensure social distancing
- Plastic barriers will separate register stations from customers
- Workers have been instructed to wash their hands for 20 seconds frequently throughout the day
- Workers have been instructed to clean/wipe down countertops, desks, work surfaces and high touch items on a regular basis
- Frequent and ongoing cleaning and sanitizing of the buildings, common areas and high touch points has been implemented
- Telework will continue while mandated and where possible
- Staggered working days and times is being implement for non-store departments when offices reopen
- The Home Office will be re-opened a staggered basis over several weeks once ordinances allow
- Meetings will continue to be conducted via Microsoft Teams or other virtual conference methods
- Visitors to the Home Office will continue to be limited to only those necessary
- Business travel will continue to be restricted until further notice

Worker hygiene and source controls

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the restroom. All customers, vendors, clients, patrons, guests and visitors to the workplace are expected to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Workers are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose and eyes, with their hands. Workers

are expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and other persons entering the workplace. Proper hygiene, handwashing and respiratory etiquette has been distributed to all workers via email, through our Inner Circle Intranet site, through Workday and in some cases through signage and posters.

Workplace building and ventilation protocol

Operation of the building in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems. The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people. We are also investigating the feasibility of installing ionization systems that could be retrofitted onto existing HVAC systems.

Workplace cleaning and disinfection protocol

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, checkout stations, fitting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc. Regular practice of cleaning restrooms will happen daily, touch surfaces in each restroom will be cleaned twice a day IE doors and door handles. Common areas such as copy centers, lunchroom tables, stairway handrails will be cleaned daily. Touch surfaces such as reception desk area, door handles will be cleaned twice a day. Sanitation stations are placed at each elevator/stairway landing area and placed elsewhere around the building. Sanitation wipes are supplied for personal use in all common areas. Workers are responsible for cleansing of their specific workstation on a daily routine or as they see fit and necessary cleaning and disinfecting materials will be supplied. We are also exploring options for touch free enter/exit of restrooms and stairwells. Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product.

Communications and training practices and protocol

This COVID-19 Preparedness Plan was communicated in part through distribution of various policies, practices, benefits and reminders through email, through posters, hangings and signage, through our Inner Circle Intranet site and through Workday to all workers over the course of the period of February of 2020 though present, and necessary training was provided. This COVID-19 Preparedness Plan is largely a consolidation of previous communications and training and will be made available to all workers and will continue to be published, communicated and trained on a regular basis moving forward using similar communication and instructional

methods. Training will be provided to all workers who did not receive necessary training prior to initial assignment or reassignment.

Instructions will be communicated to all workers, including employees, temporary workers, staffing and labor-pools, independent contractors, subcontractors, vendors and outside technicians, vendors, customers, clients, patrons, guests and visitors about protections and protocols, including: 1) social distancing protocols and practices; 2) drop-off, pick-up, delivery and general in-store shopping; 3) practices for hygiene and respiratory etiquette; 4) recommendations or requirements regarding the use of masks, face-coverings and/or face-shields by workers, vendors, customers, clients, patrons, guests and visitors. All workers, vendors, customers, clients, patrons, guests and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

Managers and supervisors are expected to monitor how effective the program has been implemented. All management and workers are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary. This COVID-19 Preparedness Plan has been certified by Holiday Stationstores management and the plan was posted throughout the workplace and made readily available to employees on June 29, 2020. It will be updated as necessary by Mark Hahn, Human Resources Director.

Certified by:



June 29, 2020

Mark Hahn
Human Resources Director
Holiday Stationstores, LLC

Acknowledged by:

Bill Reimers
General Manager
Mid-County Coop