

Implementation Team
COVID Operating Procedures

COVID 19 Safety Expectations

All team members supporting Implementation, including 3rd party companies and construction, are expected to follow Walgreens guidelines for COVID 19 prevention.

Prior to each scheduled shift and before each team member reports to work, they must read through and respond to the self monitoring survey: **“Do you have any of the following symptom that are new, worsening or unusual for you?”**

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

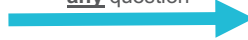
If they answered **NO** to **all** questions



Report to your normally scheduled shift and follow in store protocols

- Temperature check at the door & face mask worn at all times
- Adhere to social distancing & cleaning/sanitizing best practices

If they answered **YES** to **any** question



Please do not report to work and notify your manager immediately. Third party partners should follow their standard operating procedures for escalation due to absence. Important notes:

- If a team member develops these symptoms during a shift, they must notify their manager immediately and leave work
- This does not mean that the team member has COVID-19 or that they have been exposed to COVID-19
- Team members that are displaying symptoms consistent with a COVID-19 infection should contact their healthcare provider or use Walgreens Find Care TM to locate a telehealth provider for further evaluation and instruction

Notification Process

Any supporting team member who is experiencing COVID like symptoms needs to notify their supervisor immediately.

Internal Team Member

1. Team member notifies Implementation Team Lead and home store manager
2. Implementation Team Lead notifies conversion store manager, GC and Regional Manager of Implementation (RMI)*
3. Conversion store manager escalates per the current COVID safety procedures
4. GC notifies JLL PM for program escalation

External Team Member

1. Team member notifies direct supervisor at third party company
2. Supervisor notifies RMI with concern and coverage plan
3. RMI communicates absence and plan to Implementation Lead, JLL PM and confirms notification to the conversion store manager
4. Conversion store manager escalates per the current COVID safety procedures
5. JLL PM ensures GC is notified

Construction

1. Construction team member notifies GC
2. GC notifies JLL PM & RMI with concern and coverage plan*
3. RMI communicates absence and plan to Implementation Lead and confirms notification to the conversion store manager
4. Conversion store manager escalates per the current COVID safety procedures

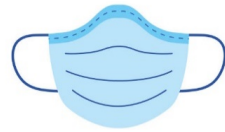
*If Implementation Lead or GC is symptomatic, the notification process starts at Step 2

Team Member Safety Best Practices

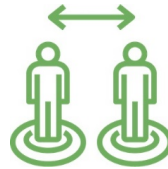
Ensuring adherence to safety best practices and procedures must be the primary area of focus for all Implementation Team Members & Partners.



Upon arriving to work, store leadership must conduct a temperature check at the door for all team members



Masks must be worn at all times throughout each shift when in the presence of others



A 6' social distance must be maintained between team members at all times



Team members should wash hands frequently with soap and water or an alcohol-based hand sanitizer



Construction partners must wear a safety vest to reduce customer confusion and support social distancing

Temperature checks, masks, social distancing, sanitation and safety are crucial steps in limiting the exposure of COVID to our customers, patients and team members.