

| Role | Action Plan – Coronavirus Positive Test: Internal Cleaning Process |
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| <p>Store Leadership</p> | <p>In the event an associate is determined to have tested positive for the coronavirus, please follow the process outlined below:</p> <ul style="list-style-type: none"> • Store Leadership is to reach out to their Director of Operations (DO) to start the Remediation process and Internal Cleaning & Sanitation <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Director of Operations Immediate action steps when a Positive Test is Confirmed:</p> <ul style="list-style-type: none"> • Notify H.R. positive test • Food Safety Team becomes key contact for local agencies • Action plan developed based on guidance from local agencies • Align on timing and process for Store Closing (assumed) • Align on cleaning & sanitation plan </div> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Overview of Internal Cleaning Process</p> <ul style="list-style-type: none"> • Timeline for Remediation will be developed and approved • Store Leadership, DO, and Divisional support Team inform positive test store associates via calls • DO & Divisional Support Team will lead conference call with stores in the same region as positive test store • Support Teams will be responsible for capturing and answering questions from the call and future calls (to become actions/solves) • Support Teams develop plans/actions to address associate concerns <ul style="list-style-type: none"> • Can I work? • Where can I work? • How do I know when it is safe to return to work? </div> |
| <p>Safety Guidance</p> | <ul style="list-style-type: none"> • To ensure the safety of our associates and customers, the following cleanings must take place following the guidance outlined in <i>Appendix II</i> of the Coronavirus 2020 Retail Store Corporate Regional Office Equipment Touchpoints <ul style="list-style-type: none"> ○ Refer to <i>Appendix II</i> for the recommended cleaning solution. • The proper PPE must be used when performing these cleaning tasks: <ul style="list-style-type: none"> ○ Gloves ○ Face Shield ○ Disposable Apron |
| <p>Common Areas</p> | <ul style="list-style-type: none"> • All common areas (breakrooms, offices, hallways, etc.) that the tested positive associate may have come in contact with must be cleaned. <ul style="list-style-type: none"> ○ Please follow standard practices when cleaning these areas and use proper cleaning aids. • Focus on cleaning touch points: timeclock, handles, railings, door knobs and hard surfaces. <ul style="list-style-type: none"> ○ CLEAN OFFICES, TRAINING ROOMS AND CONFERENCE ROOMS |

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| | <ul style="list-style-type: none"> ○ CLEAN EMPLOYEE BREAKROOMS AND HALLWAYS (RAILINGS) ○ CLEAN BREAKROOM REFRIGERATOR (HANDLE AND DOOR RIMS) ○ CLEAN SEATING AREAS ○ CLEAN ASSOCIATE RESTROOMS |
| <p>Department Specific Cleaning</p> | <p>Depending on the department or departments the tested positive associate worked, the following areas are to be cleaned:</p> <p>Bakery:</p> <ul style="list-style-type: none"> ○ Wipe down all touch points within the department and please ensure that the following cleanings have been completed using the recommended cleaning solution: <ul style="list-style-type: none"> ● CLEAN 3 BAY SINK (FAUCET AND HANDLES) ● CLEAN SINGLE OR HAND SINKS ● CLEAN COOKIE JAR ● CLEAN BAKERY - SINK ITEMS (ANY TOOLS USED IN ITEM PRODUCTION) ● CLEAN BULK CASE TRAYS AND BASKETS ● CLEAN TRAY RACKS ● CLEAN INGREDIENT CONTAINERS ● CLEAN PROOF BOX (DOOR HANDLE) ● CLEAN CAKE WORK AREA ● CLEAN BREAD SLICER ● CLEAN COFFEE AREA ● CLEAN BULK CASE ● CLEAN TABLES AND DISPLAYS ● CLEAN SUPPLY AREA ● CLEAN DONUT FILLING EQUIPMENT ● CLEAN BULK BINS (DOOR HANDLES) ● CLEAN SCALES ● PERFORM EVENING DEPARTMENT CLEAN ● CLEAN CUT RESISTANT GLOVES <p>Center Store/Maintenance:</p> <ul style="list-style-type: none"> ○ Wipe down all touch points within the department, this includes: u-boats, pallet jacks and carts, and please ensure that the following cleanings have been completed using the recommended cleaning solution: <ul style="list-style-type: none"> ● CLEAN RECEIVING AREA (HANDLES ON DOOR, BALERS, COMPACTORS, etc.) ● WASH DAIRY CASE CHROME AND TRIM AND SPOT CLEAN SHELVES ● CLEAN AND MAINTAIN DIABETIC SUPPLY DISPLAY ● CLEAN FROZEN AND DAIRY AND BEER DOORS AND BASES ● CLEAN MOTORIZED CARTS BABY SEATS KID CARTS ● CLEAN CHAIR LIFT OR ELEVATOR ● RECYCLING FOR TOTAL STORE ● EMPTY STORE TRASH ● WASH AND SANITIZE STORE TRASH CONTAINERS ● CLEAN SOAP AND TOWEL DISPENSERS ● CLEAN MOP SINK AND BUCKET (FAUCET AND BUCKET HANDLES) ● FILL HAND SANITIZER DISPENSERS ● CLEAN STORE ENTRANCES AND EXITS ● DEEP CLEAN PUBLIC RESTROOMS ● CLEAN WINDOWS AND DOORS IN PHARMACY ● CLEAN TOTAL STORE MERCHANDISING COOLERS |

- SANITIZE FREEZER AND COOLER DOOR HANDLES

Front End

- Wipe down all touch points within the department, this includes: carts and red baskets, and please ensure that the following cleanings have been completed using the recommended cleaning solution:
 - CLEAN SERVICE DESK/KIOSK & CASHIER REGISTERS (MONITORS, HAND SCANERS, BELTS, ETC.)
 - CLEAN SELF-CHECKOUT REGISTERS
 - EMPTY TRASH
 - MOVE/RETURN CARTS FOR CLEANING
 - CLEAN PIN PADS

Hannaford to Go:

- Wipe down all touch points within the department and please ensure that the following cleanings have been completed using the recommended cleaning solution:
 - CLEAN HTG REGISTERS
 - CLEAN HTG TROLLIES
 - EMPTY HTG TRASH
 - CLEAN PIN PADS
 - CLEAN HTG HANDHELDS
 - CLEAN HTG COOLERS AND FREEZERS (HANDLES AND DOOR RIMS)

Deli/Kitchen:

- Wipe down all touch points within the department and please ensure that the following cleanings have been completed using the recommended cleaning solution:
 - CLEAN WRAPPER
 - CLEAN DELI TRAYS AND RACKS
 - CLEAN 3 BAY SINK (FAUCET AND HANDLES)
 - CLEAN SINGLE BAY AND HAND SINKS
 - CLEAN SUPPLY AREA
 - CLEAN SERVICE CASE (DOOR HANDLES)
 - CLEAN CHROME AND GLASS ON SELF SERVICE CASES
 - CLEAN COOLER DOORS
 - CLEAN KNIVES
 - CLEAN SCALES
 - PERFORM EVENING CLEANING
 - CLEAN BEVERAGE BAR - SODA MACHINE
 - CLEAN KITCHEN SUPPLY AREA
 - CLEAN KITCHEN SINGLE BAY AND HAND SINKS
 - CLEAN KITCHEN 3 BAY SINK (FAUCET AND HANDLES)
 - CLEAN KITCHEN SCALES
 - CLEAN DISH WASHING AREA
 - CLEAN KITCHEN SELF SERVE HOT FOOD CASE
 - CLEAN CUT RESISTANT GLOVES
 - CLEAN KITCHEN CUT RESISTANT GLOVES

Meat:

- Wipe down all touch points within the department and please ensure that the following cleanings have been completed using the recommended cleaning solution:
 - CLEAN SUPPLY AREA

- WASH AND SANITIZE LUGS
- WASH AND SANITIZE CUTTING ROOM
- CLEAN AND SANITIZE TRAYS
- CLEAN BUTCHER SHOP SURFACES AND GLASS
- CLEAN 3 BAY SINK (FAUCET AND HANDLES)
- CLEAN SCALES
- CLEAN CUT RESISTANT GLOVES
- CLEAN WRAPPERS

Pharmacy:

- Wipe down all touch points within the department and please ensure that the following cleanings have been completed using the recommended cleaning solution:
 - CLEAN PHARMACY SURFACES AND EQUIPMENT (PHONES, KEYBOARDS, KEYPADS, etc.)
 - PHARMACY FLOOR MAINTENANCE
 - EMPTY TRASH AND HIPAA DOCUMENTS
 - CLEAN PHARMACY REFRIGERATOR (HANDLE AND DOOR RIM)
 - DISENFECT ALL PENS/PENCILS
 - CLEAN WILL CALL MONACO BAGS

Produce:

- Wipe down all touch points within the department and please ensure that the following cleanings have been completed using the recommended cleaning solution:
 - CLEAN BACKROOM AREA
 - CLEAN BULK FOOD BINS
 - CLEAN CARTS AND RACKS
 - CLEAN SINK ITEMS
 - CLEAN 3 BAY SINK (FAUCET AND HANDLES)
 - CLEAN SCALES
 - CLEAN CUT RESISTANT GLOVES

Seafood:

- Wipe down all touch points within the department and please ensure that the following cleanings have been completed using the recommended cleaning solution:
 - CLEAN CASE EXTERIOR WINDOWS DOORS OR SNEEZE GAURDS
 - CLEAN APRONS
 - CLEAN AND SANITIZE CONTAINERS
 - CLEAN STEAMER UNIT
 - CLEAN AND SANITIZE COUNTERS
 - CLEAN 3 BAY AND HAND SINKS (FAUCETS AND HANDLES)
 - CLEAN WRAPPING STATION
 - CLEAN SUPPLY AREA
 - CLEAN UTENSILS AND KNIFE HOLDER
 - CLEAN AND SANITIZE TRAYS
 - CLEAN SCALES