Albertsons Companies

New Mexico Surveillance Testing & Contact Tracing Plan

Albertsons Companies' Surveillance Testing & Contact Tracing Plan (the "Plan") will be deployed to consistently screen all employees working in the Company's New Mexico facilities. The purpose of the Plan is to proactively identify positive COVID-19 cases to mitigate asymptomatic spread.

1. **Surveillance Testing**
   a. All Albertsons Companies employees who are not currently required to self-quarantine or self-isolate shall be tested every two weeks within two consecutive days. As may be occasionally required to accommodate an individual employee's work schedule or availability, testing may occur outside of the designated test days but shall still be conducted during the designated test week.

   b. Employees at each facility will be divided into two equal groups (Group A and Group B). **See Appendix I** for store location and testing days

   c. Employees identified by specified day will complete the self-collection COVID-19 PCR test on the designated testing day.

   d. Employees will process through the health screening daily, prior to the start of their shift per current protocols. Employees that pass the health screening, will enter the facility and clock in per current protocols.

   e. Albertsons Companies surveillance testing will be conducted using FDA Emergency Use Authorization (EUA) SARS-CoV-2 PCR molecular diagnostic test instruments. The Company has secured two test instruments that are processed by CLIA certified labs (Phosphorus COVID-19 RT-qPCR and MicroGen DX SARS-CoV-2 Molecular Diagnostic Assay respectively). Depending on resource availability, additional FDA EUA SARS-CoV-2 PCR molecular diagnostic test instruments will be sourced.

2. **Employee Communication**
   a. Prior to testing, employees will receive information on the purpose of the surveillance testing, the type of test used, how the test will be performed, and confirm that Albertsons Companies will pay for all surveillance testing under this plan with no out of pocket cost to employees. **See Appendix II** for employee communication regarding testing.

   b. Employees will receive the test instrument Fact Sheet for Patients with clear information on test reliability and interpreting test results.

   c. Albertsons Companies COVID-19 surveillance testing is HIPAA compliant to ensure employee medical privacy will be respected. All test results are private and confidential, except when required to report to public health officials. Employee communication will include a HIPAA consent form, which authorizes the Company to receive a copy of COVD-19 test results for surveillance purposes and to ensure immediate isolation from work and timely contact tracing. Except for retaining a record of name, date, time and result of the test, no personal health data is retained.

d. COVID-19 surveillance testing is mandatory for all employees. Employees who refuse to participate in mandatory testing will not be permitted to work and will be placed on unpaid Leave of Absence (LOA). Employees will receive instructions on who to contact if an accommodation is needed to complete the testing.

3. Test Results

a. Results will be provided to employees electronically by email or text based on their preferred method of communication. Access to the FDA Fact Sheet for Patients will be provided with instructions for seeking follow up care. **See Appendix III** sample Fact Sheet for Patients.

b. Albertsons Companies' COVID-19 Crisis Response Center ("CRC") is staffed with Registered Nurses (RN) who conduct a risk assessment of all confirmed COVID-19 cases which includes contact tracing and quarantining of coworkers identified as close contacts.

c. The lab will complete the Communicable Disease Reporting required to the public health department.

d. Any and all employees who test positive will not be allowed to return to work until they have met the isolation protocols and are no longer considered contagious per New Mexico Department of Health Policies for the Prevention and Control of COVID-19.[1]

e. Albertsons Companies follows the symptom-based strategy for COVID-19 mitigation which requires:

i. Isolation for 10 days from onset of symptoms; **and** 24 hours fever free without fever reducing medicine; **and** most symptoms resolved.

ii. Asymptomatic cases are required to isolate for 10 days from test collection date. If asymptomatic cases develop symptoms, isolation will follow the protocol outlined above in (b-i.).

iii. For employees previously diagnosed with symptomatic or asymptomatic COVID-19 who remain asymptomatic after isolation and recovery, retesting will not be required for 90 days after the date of symptom onset or test collection date for asymptomatic cases of the initial COVID-19 infection.[2]

4. **Contact Tracing**

a. Upon notification of a confirmed COVID-19 case, an Albertsons Companies CRC RN conducts a risk assessment which includes contact tracing and quarantine of employees identified as close contacts. Close contact tracing protocols include:

i. Case contacts are assessed from **48 hours prior to the date of onset** of symptoms or 48 hours prior to test collection date for asymptomatic cases.

ii. The risk assessment includes assessment of work, household, and social close contacts.

[1] https://cv.nmhealth.org/wp-content/uploads/2020/11/EPI-COVID19-Containment-Policies.10.30.20.pdf
[2] https://www.cdc.gov/coronavirus/2019-ncov/hcp/duration-isolation.html

iii. **Close contact is defined as**: staying in the same close environment within 6 feet (2 meters) of a confirmed Covid-19 case for **3 minutes** or more or anyone who had contact with the employee's body fluids and/or secretions such as were coughed on/sneezed on, shared utensils or saliva while the case was ill (beginning 2 days prior to illness onset and continuing until resolution of illness).

iv. Work close contacts: assess social distancing during work, breaks and if employee carpools.

v. Household close contacts: assess total household members and household members who are ill and onset of illness date/symptoms and provide quarantine instructions.

vi. Social close contacts: assess if employee traveled or participated in any gatherings with non-household members with family and friends (i.e., holiday, birthday, or other social gatherings) and assess if they participate in any outside activities, sports, yoga, gym etc.

vii. All close contacts are required to quarantine for 14 days from last date of contact with the confirmed case per New Mexico DOH Policies for Prevention and Control of COVID-19.[3]

b. Following a confirmed case, the CRC immediately notifies local management where the employee works so that Level 3 cleaning can be conducted in these areas. Level 3 cleaning is a deep cleaning process that focuses on disinfecting all areas of the facility where the infected employee was within the facility in the proceeding 5 days in accordance with current Centers for Disease Control and Prevention (CDC) guidelines.[4]

c. The Division Occupational Safety or HR Team Member will serve as the point of contact and shall provide DOH with contact tracing data and information according to the state's protocols. Upon confirming a COVID-19 case, the point of contact will notify NMED's Occupational Health and Safety (OSHA) program within four (4) hours utilizing the online form.

d. Each store location will have a designated COVID-19 coordinator who will be responsible for ensuring protocols are followed.

5. Plan Terms and Conditions

a. Albertsons Companies' Surveillance Testing and Contact Tracing Plan includes all its New Mexico locations. The Company agrees to immediately notify DOH and NMED if a given Company location is no longer participating in the Plan.

b. At all times while in effect, the Plan will be conspicuously posted in a common area for all employees to inspect.

[3] https://cv.nmhealth.org/wp-content/uploads/2020/11/EPI-COVID19-Containment-Policies.10.30.20.pdf
[4] https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

c. All employees will be trained on the Plan, acknowledge training, and be required to agree to comply with the Plan. Albertsons Companies will maintain documentation showing employees received the training and make available to agents of the state upon request.

Appendix I - Store Location and Testing Days

Division	District #	Banner	Lawson Facility #	United #	EE Count	Testing Days Week Group A	Testing Days Week Group B	EE count tested each week	Street Address	City	ZIP
Denver	166	Safeway	683		56	Mon - Tue	Mon - Tue	28	730 West Main St	Farmington	87401
United	553	Albertsons Market	692	691	115	Mon - Tue	Mon - Tue	58	900 West 2nd Street	Roswell	88201
Denver	166	Albertsons	824		94	Mon - Tue	Mon - Tue	47	4909 E Main	Farmington	87402
United	557	Albertsons Market	903	903	99	Mon - Tue	Mon - Tue	50	4300 Ridgecrest Drive	Rio Rancho	87124
United	557	Albertsons Market	905	905	95	Mon - Tue	Mon - Tue	48	2910 Juan Tabo Blvd NE	Albuquerque	87112
United	557	Albertsons Market	986	986	102	Mon - Tue	Mon - Tue	51	3542 Zafarano Drive	Santa Fe	87507
United	552	Albertsons Market	1686	686	163	Mon - Tue	Mon - Tue	82	1905 N. Prince	Clovis	88101
Southwest	98	Safeway	1743		120	Mon - Tue	Mon - Tue	60	980 N US Highway 491	Gallup	87301
Southwest	92	Albertsons	1909		106	Mon - Tue	Mon - Tue	53	1285 S El Paseo Road	Las Cruces	88001
United	557	Albertsons Market	1915	915	114	Mon - Tue	Mon - Tue	57	6200 Coors Blvd NW	Albuquerque	87120
United	557	Albertsons Market	2928	928	81	Mon - Tue	Mon - Tue	41	11825 Lomas Blvd NE	Albuquerque	87112
United	553	Albertsons Market	680	680	229	Tue - Wed	Tue - Wed	115	2402 North Grimes	Hobbs	88240
United	553	Albertsons Market	682	682	95	Tue - Wed	Tue - Wed	48	721 Mechem Drive	Ruidoso	88345
United	557	Albertsons Market	924	924	82	Tue - Wed	Tue - Wed	41	8100 Ventura NE	Albuquerque	87122
United	557	Market Street	927	927	241	Tue - Wed	Tue - Wed	121	600 N Guadalupe	Santa Fe	87501
United	557	Albertsons Market	937	937	101	Tue - Wed	Tue - Wed	51	10131 Coors Rd	Albuquerque	87114
United	557	Albertsons Market	938	938	69	Tue - Wed	Tue - Wed	35	7101 Wyoming NE	Albuquerque	87109
United	557	Albertsons Market	1904	904	86	Tue - Wed	Tue - Wed	43	4950 Montgomery NE	Albuquerque	87109
United	557	Albertsons Market	1919	919	124	Tue - Wed	Tue - Wed	62	2351 Main Street, SE	Los Lunas	87031
United	557	Albertsons Market	2920	920	124	Tue - Wed	Tue - Wed	62	710 A Paseo del Pueblo Sur	Taos	87571
United	557	Albertsons Market	2939	939	94	Tue - Wed	Tue - Wed	47	12201 Academy Road NE	Albuquerque	87111
United	553	Albertsons Market	3681	681	141	Tue - Wed	Tue - Wed	71	1300 East 10th St.	Alamogordo	88310
United	557	Albertsons Market	3911	911	86	Tue - Wed	Tue - Wed	43	2801 A Eubank Blvd	Albuquerque	87112
United	553	Albertsons Market	665	665	291	Wed - Thu	Wed - Thu	146	202 W Church St	Carlsbad	88220
Southwest	92	Albertsons	925		121	Wed - Thu	Wed - Thu	61	2551 East Lohman	Las Cruces	88011
Denver	166	Safeway	1438		126	Wed - Thu	Wed - Thu	63	415 North Main St.	Aztec	87410
Denver	166	Safeway	2004		122	Wed - Thu	Wed - Thu	61	3540 East Main St	Farmington	87402
Southwest	98	Albertsons	2902		81	Wed - Thu	Wed - Thu	41	1702 E 66th Ave Zecca Plaza	Gallup	87301
United	557	Albertsons Market	2923	923	138	Wed - Thu	Wed - Thu	69	7800 Enchanted Hills Dr. NE	Rio Rancho	87144
United	553	Albertsons Market	3690	690	152	Wed - Thu	Wed - Thu	76	1110 South Main Street	Roswell	88203
Southwest	92	Albertsons	3913		122	Wed - Thu	Wed - Thu	61	2501 N. Main	Las Cruces	88001
Southwest	92	Albertsons	3914		102	Wed - Thu	Wed - Thu	51	1956 Hwy. 180 E	Silver City	88061
United	557	Albertsons Market	3917	917	94	Wed - Thu	Wed - Thu	47	1625 Rio Bravo Blvd. SW	Albuquerque	87105
United	557	Albertsons Market	3987	987	103	Wed - Thu	Wed - Thu	52	3001 S St Francis Drive	Santa Fe	87505

Employee counts are accurate as of November 24, 2020 but are subject to change due to regular attrition.

This testing schedule shall commence on November 30, 2020

Appendix II - Employee Communication

Dear Associate,

- On Monday, **November 30, 2020**, we will begin biweekly onsite COVID-19 surveillance testing for all associates.
- The purpose of the surveillance testing is to further protect the safety of our associates by rapidly screening for COVID-19 to identify cases and prevent transmission.
- All associates will be tested every two weeks, based on a defined schedule.
- Testing will be completed after the current health screening process.

TESTING INFORMATION

- Mandatory for all associates. Associates who refuse to participate in the surveillance testing will be placed on a temporary unpaid Leave of Absence until ready to comply.
- Surveillance testing is paid for by Albertsons Companies.
- Self-collection testing will be completed using an FDA Emergency Use Authorization (EUA) SARS-CoV-2 PCR molecular diagnostic test.
- Prior to testing, you will receive the test Fact Sheet for Patients with clear information on test reliability and interpreting test results.
- Surveillance testing is HIPAA compliant to ensure your medical privacy will be respected. All test results are private and confidential, except when required to report to public health officials.

RECEIVING RESULTS

- Results will be provided to you digitally based on your preferred method (email or text).
- Access to the FDA Fact Sheet for Patients will be provided with instructions for seeking follow up care.
- All employees who test positive, will be contacted by a company Crisis Response Center (CRC) Registered Nurse.
- If you test positive you will not be allowed to return to work until you meet the isolation protocols and are no longer considered contagious per New Mexico Department of Health Policies.

QUESTIONS

- A copy of Albertsons Companies New Mexico Surveillance Testing & Contact Tracing Plan is available in the employee breakroom for you to review.
- If you have questions about the testing, or if you need an accommodation to complete the testing please contact our local HR team.

We have a great team in our store. I am proud of the way you have all stepped up for customers and each other during this uncertain time.

Please keep yourself healthy.

Appendix III – Sample Fact Sheet for Patients

FACT SHEET FOR PATIENTS

Molecular Laboratory Developed Test (LDT) COVID-19 Authorized Tests

Coronavirus Disease 2019 (COVID-19)

You are being given this Fact Sheet because your sample(s) was tested for the Coronavirus Disease 2019 (COVID-19) using a Molecular Laboratory Developed Test (LDT) COVID-19 Authorized Test (Molecular LDT COVID-19 Authorized Test) that has been issued an Emergency Use Authorization (EUA) by FDA.

This Fact Sheet contains information to help you understand the risks and benefits of using this test for the diagnosis of COVID-19. After reading this Fact Sheet, if you have questions or would like to discuss the information provided, please talk to your healthcare provider.

- **For the most up to date information on COVID-19 please visit the CDC Coronavirus Disease 2019 (COVID-19) webpage:**
- **https://www.cdc.gov/COVID19**

What is COVID-19?
COVID-19 is caused by the SARS-CoV-2 virus. The virus, which can cause mild to severe respiratory illness, was first identified in Wuhan, China, and has now spread globally, including the United States. There is limited information available to characterize the spectrum of clinical illness associated with COVID-19 but it likely spreads to others when a person shows signs or symptoms of being sick (e.g., fever, coughing, difficulty breathing, etc.).

What is the Laboratory Developed Test?
The Molecular LDT COVID-19 Authorized Test is designed, for use in a single laboratory, to detect the virus that causes COVID-19 in respiratory specimens, for example nasal or oral swabs.

Why was my sample tested?
You were tested because your healthcare provider believes you may have been exposed to the virus that causes COVID-19 based on your signs and symptoms (e.g., fever, cough, difficulty breathing), and/or because:

- You live in or have recently traveled to a place where transmission of COVID-19 is known to occur, and/or
- You have been in close contact with an individual suspected of or confirmed to have COVID-19.

Testing of the samples will help find out if you may have COVID-19.

What are the known and potential risks and benefits of the test?

Potential risks include:

- Possible discomfort or other complications that can happen during sample collection.
- Possible incorrect test result (see below for more information).

Potential benefits include:

- The results, along with other information, can help your healthcare provider make informed recommendations about your care.
- The results of this test may help limit the spread of COVID-19 to your family and others in your community.

- **Where can I go for updates and more information?** The most up-to-date information on COVID-19 is available at the CDC General webpage: **https://www.cdc.gov/COVID19.** In addition, please also contact your healthcare provider with any questions/concerns.

1

FACT SHEET FOR PATIENTS

Molecular Laboratory Developed Test (LDT) COVID-19 Authorized Tests

Coronavirus Disease 2019 (COVID-19)

What does it mean if I have a positive test result?
If you have a positive test result, it is very likely that you have COVID-19. Therefore, it is also likely that you may be placed in isolation to avoid spreading the virus to others. There is a very small chance that this test can give a positive result that is wrong (a false positive result). Your healthcare provider will work with you to determine how best to care for you based on the test results along with medical history, and your symptoms.

What does it mean if I have a negative test result?
A negative test result means that the virus that causes COVID-19 was not found in your sample. For COVID-19, a negative test result for a sample collected while a person has symptoms usually means that COVID-19 did not cause your recent illness.

However, it is possible for this test to give a negative result that is incorrect (false negative) in some people with COVID-19. This means that you could possibly still have COVID-19 even though the test is negative. If this is the case, your healthcare provider will consider the test result together with all other aspects of your medical history (such as symptoms, possible exposures, and geographical location of places you have recently traveled) in deciding how to care for you.

It is important that you work with your healthcare provider to help you understand the next steps you should take.

Is this test FDA-approved or cleared?
No. This test is not yet approved or cleared by the United States FDA. When there are no FDA-approved or cleared tests available, and other criteria are met, FDA can make tests available under an emergency access mechanism called an Emergency Use Authorization (EUA). The EUA for this test is supported by the Secretary of Health and Human Service's (HHS's) declaration that circumstances exist to justify the emergency use of in vitro diagnostics for the detection and/or diagnosis of the virus that causes COVID-19. This EUA will remain in effect (meaning this test can be used) for the duration of the COVID-19 declaration justifying emergency of IVDs, unless it is terminated or revoked by FDA (after which the test may no longer be used).

- **Where can I go for updates and more information?** The most up-to-date information on COVID-19 is available at the CDC General webpage: https://www.cdc.gov/COVID19. In addition, please also contact your healthcare provider with any questions/concerns.