

Apple Drugs Covid-19 Policies and Procedures
Employee Guidance on Potential Exposure / Establishment of a Covid-19 Task Force
04/06/2020

We are on uncharted waters as a Pharmacy – HME - Infusion business, a community, a state, and a nation dealing with a pandemic of this scope and magnitude. As your employer, we are regularly reading updates from a variety of trusted source such as the CDC, WHO, FDA, The Maryland Department of Health, The Federal Coronavirus Task Force headed by Vice President Pence , The Maryland State Coronavirus Task Force headed by Governor Hogan to name a few. Additionally, we are religiously watching most of the news conference’s held by Governor Hogan. The information exchanging hands is enormous, and we are doing our very best to stay on top of the many changes that occur daily. Many of the federal and state regulations normally in place are temporarily rescinded during the pandemic to make it easier for businesses like us to provide the essential services to the community that are so vital to their very survival.

We have two primary goals during this pandemic, keeping our employees safe, and ensuring that our patients continue to receive life-saving services. Also, each and every employee is considered an essential healthcare worker, therefore we are following the guidance of the organizations mentioned previously to develop our policies which are subject to change based on new information.

With that in mind, I have established a Covid -19 Task Force headed by Phil Curry, RRT and Joanne Sherr, RPh. This Task Force will remain in effect (at the very least) until the State of Emergency for the Covid -19 Pandemic implement by Maryland Governor Hogan is lifted. The Task Force will be meeting routinely with a representation of managers and supervisors from all departments throughout our organization. The Task Force will discuss the current policies we have put into place relative to the Covid -19 Pandemic. We will monitor how the Covid-19 policies are working and determine if they need to be modified based on feedback the supervisors get from the front-line employees that report to them. We will then restructure interim Covid-19 polices as necessary based on information reviewed by the organizations mentioned previously. **Moving forward, please address any concerns you may have with your direct supervisor, Phil or Joanne.** We will do our best to discuss everyone’s concerns in our Task Force meetings and address them as appropriate.

We are providing you with several pieces of information today which include the following:

- *Employee Guidance for Potential Exposure ... (this letter from Jeff)*
- *Letter form QA County MD Health Officer concerning Covid-19 threat to local community*
- *Pharmacy – HME Workforce Protection Policy & Procedure during Covid-19*
- *Apple Plan to Provide Surgical Masks to all Employees*
- *CDC Fact Sheet “Steps to Prevent Illness”*
- *CDC Fact Sheet “Steps to Help Prevent the Spread of Covid-19 If You Are Sick”*
- *Apple Covid-19 Surgical Facemask Operational Protocol*
- *CDC Fact Sheet “Use of Cloth Face Coverings to Help Slow the Spread of COVID-19”*

As “essential” healthcare providers, it is important that we maintain services and we have staff to do it. We have an important role to serve our community during this time. Each and every on of you are important to this mission. Outside of work, please use good judgement as we do not want to introduce the virus into Apple Discount Drugs because of community spread. Please follow the recommendations of the CDC by following physical distance guidelines, washing your hands frequently, covering your mouth and nose with a tissue when you cough or sneeze or sneeze into the inside of your elbow, handle anything that has been touched by others with caution, and always be thinking about how you can avoid catching the virus.

I am keenly aware of the stress everyone feels from a personal, family and working environment. We are all doing our very best to provide the care and services our customers need and at the same time keep our business viable during these stressful times. I appreciate everyone’s effort to date and continue to hold you in the highest regard moving forward.

Sincerely,
Jeff