



**COVID-19 Meeting
March 16, 2020
Questions for Consideration**

1. Do we keep stores open and wait for a potential diagnosis or close stores?
2. Do we continue operations as is at the office or start self-quarantine?
3. How do we handle those whose jobs at the support center that cannot be done remotely?
4. What is the cleaning plan if there is a diagnosis in our store/ office?
5. Do we want to post a notice on our doors (like most companies are doing right now) for our customers to feel that we are taking their safety into consideration? Should we request or require them to use hand sanitizer upon entering?
6. If we become aware that someone has been diagnosed, how much do we want to compensate them and for how long, while in quarantine (14-30 days)?
7. If they are in quarantine for themselves and then later become in quarantine for a family member exposure, do we want to pay them again and if so how long?
8. Do we want to require the use of sick or vacation time?
9. For those who have short term disability insurance and who qualify, do we want to cover the 7 day elimination period where they are not receiving payments from CIGNA?
10. If we decide to compensate for an employee who is quarantined, will we have the exact same practice for a family member of an employee who is quarantined or if someone feels they have been exposed to a person who is diagnosed?
11. If we have someone who has COVID-19 symptoms and we decide to send them home, if they decide to not go to a doctor, will we compensate for their self quarantine?
12. If we send employees home because we feel they may have been exposed to someone, for how long should they be in quarantine and will we compensate them?
13. If someone decides to self quarantine because they don't feel safe even if they have no symptoms and no exposure, will we compensate for that?
14. Do we want to allow Cigna to charge the employee no co-pay for COVID-19 testing? Yes
15. Whatever our plans are regarding compensation, do we want to send out a notice to the employees advising them, or only communicate if someone is affected? And how do we communicate without over alarming them?
16. Is it fair to ask employees to do more cleaning or do we need to increase cleaning services at the store?
17. What if we have to resort to fuel only sales?
18. What do we do when cleaning supplies are no longer available?
19. Do we restrict the hours and use the additional team members and ramp up cleaning efforts at the pump, cleaning efforts inside?
20. Do we require employees to wear gloves while working with money?
21. How do we work with state authorities on whether we are allowed to have unattended fueling stations?
22. Do we want to eliminate refills of beverages at all retail locations for customers and team members?