



COVID-19 Update Notice – March 18, 2020

I want to reiterate how appreciative we are of the staff who are doing such great work to serve our community – by continuing to produce, deliver, and sell food through challenging conditions. We have heard over and over again from our customers (both in store and on social media) about how appreciative they are of the great work our staff is doing. There have been some questions from staff and the community about how we are recognizing this, because we all agree that our staff is such an important asset. The Leadership Team has been working over the past several days to determine a plan. I wanted to share that plan with employees and our customers.

- Effective Monday, March 16, 2020, all employees will receive an **additional \$2.00 per hour** for all hours worked. The temporary additional pay will be in effect for three weeks through April 5, 2020, when we will evaluate this ever-changing situation. This temporary pay increase is to recognize the hard work all staff is doing right now in challenging conditions.
- Employees can continue receiving a full paycheck while not working. If an employee requires time off, they can use PTO to ensure no break in pay. Once they exhaust all paid sick and vacation time, employees can choose to go into a negative sick balance to cover any absences related to COVID-19 – meaning they can use PTO that they have not yet accrued. A negative balance will slowly become positive when people can return to work and begin earning sick time again. This is an option, and employees do not need to choose to do this.
- All full-time employees are provided with short-term-disability insurance – which is 100% paid for by TCCP. If employees are unable to work for health reasons, this will continue a portion of pay for the duration of the incapacitation. Should anyone test positive for COVID-19 and needs to go out on short-term disability, TCCP will pay full salary during the one-week disability waiting period.
- We want to make sure employees are getting regular communication. For the time being, we will be sending daily communication updates through postings at each location, the electronic Bulletin Board, and e-mail (through TCCP e-mail for those with an address, and those without can sign up through personal e-mail or text).
- Effective Wednesday, March 18th, all retail locations are limiting the number of shoppers in each store to a maximum of 75 people. If a store reaches this maximum capacity, an employee will be located at the front door monitoring those leaving to allow new customers to enter and shop in an efficient and efficient manner. Colored tape is being placed on the floor at each register to encourage social distancing. We are also installing plexiglass shields at all checkout locations. Each of these measures is a result of staff suggestions for social distancing in the store.

With every day, circumstances and requirements change rapidly. We are doing our best to determine how we can survive in this new normal. Admittedly, we have never seen anything like this so it is hard to guess what things will look like one month or even one week out. But know we are committed to best serving our employees and customers every day. Thank you!

Josh Resnik

CEO

Twin Cities Co-op Partners

2105 Lyndale Ave South, Minneapolis, MN 55405

Store (612)871-3993

Direct (612)465-8814