

Team,

The safety and well-being of all MedMen employees and customers is our highest priority. As the spread of coronavirus (COVID-19) continues, our goal is to keep our community healthy.

Below is a checklist of smart working tasks recommended by the Centers for Disease Control and Prevention to protect ourselves and our customers:

- Clean and disinfect frequently touched surfaces, including:
  - Doorknobs
  - Countertops
  - ATM machine
  - Debit card terminals
  - iPads + iPods
  - Bud pods
- Clean workspaces frequently, including the:
  - Breakroom
  - Restrooms
  - Sales floor
- Clean your hands often
  - Wash with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing
  - If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol
    - Cover all surfaces of your hands and rub them together until they feel dry
    - Make hand sanitizer available to customers
- Avoid touching your nose, eyes, and mouth with unwashed hands
- Cover cough and sneezes
  - Cover your mouth and nose with a tissue or the inside of your elbow
  - Throw used tissues in the trash
- Employees feeling sick should not come to work
  - MedMen requires employees to notify supervisors in advance of unanticipated absence
  - If an employee is out for three (3) consecutive shifts a doctor's note is required to return to work
- Reach out to your District Manager with any questions, comments and/or concerns

We are monitoring conditions in real time and will continue to update you as we receive more information.

Please continue to follow best health practices, including the guidelines found at the following link: <https://www.cdc.gov/coronavirus/2019-ncov/about/prevention-treatment.html>

Thank you.