

# PRACTICES FOR ORGANIZATIONS SENDING EMPLOYEES ONSITE TO TJX FACILITIES

*(For use as needed; Updated 11/3/20)*

We want to inform organizations that work with or provide services to TJX of practices that we have initiated as we operate our Stores, Distribution Centers, and Offices, with the health and well-being of our Associates, Customers, and others who work in or provide services to our facilities ("Non-Associates") in mind.

**Please review this memo to become familiar with our expectations for anyone visiting or working at any TJX facility, including Stores, Distribution Centers, or Corporate Offices.** These are the same practices we require of our own Associates. Any Non-Associate who does not follow our practices will not be allowed to enter a TJX site. We thank you in advance for your cooperation.

## Practices for Non-Associates at TJX Sites:

At this time, only Non-Associates with essential work that must be done on-site should plan to visit our facilities. Non-essential visits should be postponed or, when possible, conducted by phone or video. Non-Associates performing essential work must follow the steps outlined below when visiting a TJX site:

- **Self-Assessment:** Non-Associates must assess their health prior to arrival at any TJX facility. They should refrain from working at any of our facilities if they:
  - are experiencing any COVID-19 symptoms;
  - have been in close contact with an individual with a positive diagnosis of COVID-19;
  - have been asked by a health care provider or public official to quarantine for any reason related to COVID-19.

Upon arrival, Non-Associates will be asked to assess their health using a simple form before entering our facility.

- **Temperature Check:**
  - Every Non-Associate entering a TJX facility is required to complete a quick temperature check (via thermometer or thermal imaging), with the **exception** of first responders, armored car drivers, mail carriers/couriers, truck drivers making pallet drops, ARRC and fixture pick up/drop off, and truck drivers making soda deliveries to stores.
  - Those with a temperature above 100 degrees Fahrenheit/37.77 degrees Celsius will not be permitted to work inside the building.
  - Non-Associates who become sick while on-site at a TJX facility will be asked to leave by the responsible TJX manager.
- **Personal Protective Equipment (PPE):** Non-Associates must wear facemasks while inside any TJX facility, with the exception of first responders and armored car drivers. It is requested that mail carriers/couriers wear facemasks, but is it not required.
  - Gloves must be worn when required by applicable state and local laws and for cleaning high-touch surfaces, or when dealing with illness or injury.
  - As the employer of the Non-Associate(s), you should provide the Non-Associate(s) with facemasks or instruct them to wear their own facemasks when visiting or working at a TJX location.
  - If a Non-Associate arrives at TJX without a facemask, TJX may provide a facemask to them. If a facemask is not available, the Non-Associate will not be able to work at the location until they have a facemask.



- **Social Distancing:** TJX has implemented social distancing standards which are consistent with CDC guidelines of remaining six feet apart from others. All Non-Associates at a TJX facility are expected to comply with these guidelines.

If you become aware that one of your employees has been confirmed to be COVID-19 positive and recently worked in one of our facilities, please notify your TJX contact immediately for further direction.

We hope these requirements are clear. If our practices and expectations are updated, we will communicate changes as warranted and will expect anyone working in our buildings comply with any changes. Thank you for your cooperation in helping to keep our workplace safe.