

STRASGLOBAL COVID-19 Vaccination Plan



STRASGLOBAL
RETAIL RESULTS

Vaccination Plan

**I GOT
MY COVID-19
VACCINE!**



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MY COVID-19
VACCINE!**



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Introduction to our COVID-19 Vaccination Plan

*In February 2020, StrasGlobal realized that the COVID-19 virus could substantially affect its business. A COVID-19 task force was formed to create and implement an action plan to protect the health and safety of the StrasGlobal Team Members, their families, and our customers. We shared our **COVID-19 Response Plan** with others in the retail industry. We received messages of thanks and appreciation for sharing what StrasGlobal was doing with others who did not have the time nor the resources to develop their own plans. COVID-19 protocols are now standard in most retail locations.*

Ten months later, StrasGlobal is faced with a new challenge. COVID-19 vaccinations are being distributed around the country and questions are being asked about the best way of getting employees vaccinated, what is allowed, and how do independent retailers do it?

*In order to maximize the safety of our Team Members, and the communities in which we operate, StrasGlobal has developed a **Vaccination Plan** to encourage the StrasGlobal team to receive the vaccine. We have set up guidelines and protocols to help us implement our program at our stores around the country.*

“It is rare that retailers have the opportunity to save lives, but by stopping COVID-19 we do just that. We have seen how the COVID-19 virus has killed over two million people worldwide. But now that there are vaccines, it is time for employers to step up. It is essential that we encourage our teams and the communities we are a part of to get vaccinated.

The time to stop the spread of the virus and save lives is now.”

Eva Strasburger, President, StrasGlobal

Once again, StrasGlobal has decided to share our plan with other retailers so that they can use as much of it as is appropriate for their businesses. We do not believe that we have the only, or best, plan - but we do have a plan. Please feel free to share it with anyone who might have a need for it.

Thank you to all of the StrasGlobal team for the hard work and dedication you show to keep our team and customers safe while, at the same time, operating our business on a daily basis.



Whether you were in the store, in the field, or in the office/working from home, we would not have been able to do this without you. We are honored to work with you.

“We are all part of the larger community and we have to look out for each other. The guiding mission of our COVID-19 Response Plan was to protect our team and our community. We were playing defense in trying to block the disease with masks and plexiglass. Now is the time to go on offense. By proactively getting the vaccination, we can stop the spread, and save lives. There was no guiding Vaccination Plan for most retail owners or HR teams to follow – so we have developed one. We welcome feedback to incorporate or revise our plan as it becomes available.”

Roy Strasburger, CEO StrasGlobal



OUR MISSION:

To make life better – for our team, our customers, and our clients

COVID-19 Vaccination Objective:

To have as many of our Team Members vaccinated as possible to protect them and their families to help stop the spread of the virus and save lives. A healthy workforce reduces time missed from work because of illness and also improves morale and productivity.

Our commitment to our team is to provide them with the resources and information they need to make an informed decision and to act upon it.

Our message to our team is to keep safe, we have a plan, and we will make it through this together.

The **StrasGlobal COVID-19 Vaccination Team** (set up in December 2020) consists of the **StrasGlobal Executive Team** and a **Task Force** with members from ownership, training, public relations, and technology. The Vaccination Team meets frequently to address the COVID-19 situation and this paper is being updated as the situation develops.

THE STRASGLOBAL COVID-19 **Vaccination Plan**

Stage 1. Vaccination Research and Policy Guidelines:

In order to protect our Team Members, their families, and our customers, StrasGlobal has created a company vaccination program which we are in the process of rolling out:

1. In late 2020 the StrasGlobal leadership team discussed the need for a comprehensive vaccination policy to educate, encourage and guide Team Members on getting vaccinated. We decided that without encouragement and direction our Team Members may either not get a vaccine or delay it. We agreed that if the team was largely vaccinated, we would be protecting each other and our community and reducing the spread of COVID-19. We would have fewer absences from work, less stress for the Team Members about passing COVID-19 on to their households and improved morale and higher productivity. It would also send a message to our customers that we are a safer place to shop because our teams have been vaccinated.



2. Members of the leadership team researched the available information about how companies were addressing the situation. Not finding much information in the public domain the StrasGlobal leadership team decided to develop our own policy under these broad guidelines (Note: the CDC Vaccination Toolkit had not yet been released at the time this policy was formed but it is now available and links to some of its resources can be found below)
 - Although the Equal Employment Opportunity Commission (“EEOC”) has ruled that companies can mandate that employees be vaccinated as long as religious and medical exceptions are allowed for, we decided that we will **strongly encourage** Team Members to get the vaccine and not mandate it. The reasons not to mandate it were:
 - We had concerns about verifying why Team Members were not being vaccinated and having to challenge them to prove it was religious or medical
 - How would we set a deadline to enforce the mandate to get a shot when the vaccination rollouts have been slow and inconsistent in different areas of the country?
 - If some of our Team Members refused to be vaccinated without having a medical or religious reason, we would have to follow through on our policy and terminate the Team Member which would involve time lost, disruptions in the stores and office and rehiring and training costs. If we set a mandate but did not enforce it then we would lose credibility with our Team Members.
 - What if a Team Member had an unexpectedly adverse reaction to a mandated shot?
 - At the time of this writing, best practices seem to indicate not mandating vaccinations.
 - Ultimately, we want to respect the autonomy of our Team Members and their ability to make their own choices regarding their health - as long as they continue to protect themselves and others by wearing their PPE and observing all COVID precautions.
 - We debated whether we should do something for those who do not get vaccinated because of religious or medical concerns, as they could feel upset if others are receiving an incentive and they are not eligible. We considered giving them Stra\$Bucks if they attended a health and wellness workshop or an educational course. However, we were not sure about the time commitment of tracking this or what workshop to offer so we have put this item on hold for the moment while we research options.
 - We will support the use of the vaccine by promoting information provided by the Center for Disease Control (“CDC”) and other science-based information sources showing the benefits of the vaccine to the Team Member, their families, and the community. (see CDC vaccination information below)



- For hourly Team Members if their vaccination appointment is scheduled during working hours, we will provide two hours paid time off (“PTO”) to allow Team Members to be inoculated. This will be tracked in the surveys and proof will be the vaccination card.
- We considered offering transportation to vaccination sites for Team Members who do not have any transport – but for the moment decided against it because of logistics and liability.
- We will financially **incentivize Team Members** to get vaccinated. We will give out \$50 in Stra\$Bucks (if a Team Member works in the office or remotely at home and is not located near to one of our stores, they will receive a \$50 Visa gift card). The incentive will be \$25 for each shot or \$50 if a one-shot vaccine is used. The Stra\$Bucks will have the Team Members’ names on them and signed on the back by our training manager. These will be sent out from the head office and handed out by the store manager. We are using our internal company gift certificates because:
 - i. Rather than just being paid through payroll, getting a gift certificate in hand is a tangible reminder that this reward is a “Thank You” from StrasGlobal to the Team Member for getting vaccinated and protecting themselves as well as the store and the community.
 - ii. The distribution of Stra\$Bucks by the Store Manager will be seen by the other Team Members and be a reminder that if they get vaccinated, they can earn Stra\$Bucks too.
 - iii. The Stra\$Bucks are spent in our stores so StrasGlobal gets some benefits through store sales (Stra\$Bucks cannot be used for cash, tobacco, alcohol or lottery). (link to image of Stra\$Bucks below)
- We will gather information from Team Members to understand their concerns and any impact that the vaccine has upon them. This will serve as an initial data baseline to prepare us for future pandemic and vaccination episodes.
- We will reimburse Team Members for any administrative cost in getting the vaccination. According to the CDC website, “Vaccine doses purchased with U.S. taxpayer dollars will be given to the American people at no cost. However, vaccination providers will be able to charge an administration fee for giving the shot to someone. Vaccine providers can get this fee reimbursed by the patient’s public or private insurance company or, for uninsured patients, by the Health Resources and Services Administration’s Provider Relief Fund.” If a Team Member incurs an administrative fee in receiving the vaccine they will be reimbursed, through payroll, upon submitting a valid and legible receipt showing out of pocket payment with the survey forms.
- We will track how our Team Members react to the vaccine after the first dose to understand if there are likely to be absences after the second dose for labor planning. The CDC states that if a person has had some side effects to the first dose then in certain cases, they are likely to be worse after the second dose.



- We will make it clear that Team Members will be strongly encouraged to be vaccinated but this is the Team Member's personal choice.
- 3. We appointed a researcher to compile information on vaccine eligibility and to identify the sites where Team Members can sign up for vaccinations near all of our store and office locations. We listed the information by state and by community. (Our researcher informed us that tracking down vaccination sites and local vaccination policies was a frustrating and time-consuming project with hours spent finding the right pages within a site to get the most direct information and going down numerous rabbit holes as the guidelines are still not established for each community.) (see link to template of research form below)
- 4. The CEO, President, and Director of Training met with StrasGlobal's HR consultant to get feedback on the StrasGlobal draft plan, to confirm our understanding of the current legal situation, and to verify we were following industry best practices. Prior to implementation HR reviewed it a final time to ensure we are in compliance with all existing statutes.

Stage 2. Communication and Preparation

1. The StrasGlobal President informed corporate management of our vaccination plan during the weekly management zoom meeting and followed the call with an email to management personnel (see link to CDC email example below)
2. We informed our leadership team and operations field supervisors to be prepared to have Team Members be out for a couple of days if they suffered a reaction to the vaccine. Therefore, to budget their labor hours accordingly. The CDC website states that most people who get the vaccine have few or no side effects and the majority of people are expected to be able to return to work immediately. However, vaccines may cause side effects in some people, like sore muscles, feeling tired, or mild fever - which are normal signs that the body is building protection and will typically go away within a few hours or days. If the Team Member experiences a fever after vaccination, they may need to stay home from work and also may be required to be tested for COVID-19. It takes time for the body to build protection after any vaccination. The COVID-19 vaccine may not protect against infection until a week or two after the second dose.
3. If the Team Member has an adverse reaction and needs to miss work, the time off will be provided as additional PTO, on a case-by-case basis, with a two-day maximum PTO per vaccine shot. We will track these PTO requests to monitor for abuse and, if the vaccine is a two-step inoculation, to note if there is a reaction after the first shot so that we can anticipate additional PTO when the Team Member receives the second shot.
4. Store managers will be informed to give Team Members two hours PTO to get each vaccination shot to accommodate the fact that there might be waiting lines at the vaccine distribution centers. (We determined that, with our Team Members working shifts at a store, the numbers did not warrant offering on-site vaccinations.)



5. Our Technology group created a Survey Monkey **pre-vaccination survey** to gather information on:
 - Which Team Members have already been vaccinated? (If a Team Member says they have been vaccinated then they will be prompted to fill out the post-vaccination survey.)
 - Which Team Members intend to be vaccinated (to see if incentives change this number and should be considered effective for future vaccine drives)?
 - Which Team Members have already tested positive for COVID and when they did so (if these Team Members do not get the vaccination, we have the assurance that they have a certain level of immunity to COVID already).
 - What information the Team Member has about the vaccine (to see if education about the vaccination affects who chooses to take it)?
 - Does the Team Member know where to get vaccinated (so we know to help them find the closest places and sign up)?
 - Does the Team Member have any concerns (effect on current health, lack of information on the vaccine, lack of awareness, anti-vaccine, etc.)? (See link to pre-vaccination Survey below.)
6. The pre-vaccination survey will be sent out to everyone in the company. Store teams will be able to access it by the back office computer or tablet at the stores and all Team Members will be asked to fill it out. We will send all Team Members texts and emails asking them to fill out the survey when they get to the workplace and after they clock in. All texts and emails to Team Members' personal phones and email addresses will be instructional (not requiring a response) and we will not ask Team Members to fill in the survey when they are off duty to avoid wage/hour law violations.
7. We will analyze the data from the survey and compile a summary for use by the management team.

Stage 3. Education

1. We will send out the **CDC vaccine information package** to all Team Members to be distributed at the stores or the office (see links below)
2. We will send out a letter to all Team Members explaining the StrasGlobal Vaccination Policy including:
 - A description of COVID-19 and how it can be stopped with wide-spread vaccination and stating that our policy is based on the latest scientific research and information from the CDC. (links to CDC information below)



- Explain that the federal government classifies our Team Members as “Essential Workers” and that they are therefore eligible for early vaccination in Phase 1 b) although States are managing the phases in different ways.
- Describe what the Team Member needs to get their vaccine shot; for example, ID, insurance information, “essential worker” letter. (see link to essential worker letter below)
- Provide information about where to sign up for a vaccination in their area.
- Provide a **Summary of the CDC’s New Dosing Schedule Recommendations:**
 - 2nd Pfizer-BioNTech dose should be given 21 days apart
 - 2nd Moderna dose should be given 28 days apart
 - Patients should not receive second doses earlier than recommended
 - Patients should receive their second dose as close to the recommended interval as possible. However, if that is not possible the second dose of both vaccines can be given up to 6 weeks after the first dose.
 - On a 2-dose vaccine it takes 2-3 weeks after the second dose for full immunity to kick in.
- Provide a Summary of New Interchangeability Recommendations:
 - Every effort should be made to receive the same vaccination for both doses
 - In exceptional cases where the first dose product cannot be determined or is not available, any available mRNA COVID-19 vaccine can be given at a minimum interval of 28 days apart.
- Explain that if you have tested positive for COVID-19 you may not be eligible in some areas for the vaccination as you are considered to already have a level of immunity and are therefore not high-risk. However, we do not yet know how long that immunity lasts. (We can legally collect this medical information on a Team Member as long as we keep the information in a COVID vaccination file separate from the Team Member’s personnel file.)
- Explain the StrasGlobal surveys and why it is important to fill them out.
- Explain that hourly Team Members will get two hours Paid Time Off (based on their specific hourly rate) in order to get their shots.
- Explain that StrasGlobal is providing a financial incentive through our Stra\$Bucks gift certificates and how they can claim it once they have been vaccinated. (See example of Stra\$Bucks below.)
- Explain that StrasGlobal will cover the cost of any administration fee for the vaccination not covered by insurance upon proof of receipt.
- According to current research, the vaccines can reduce or eliminate the symptoms of COVID-19, but a vaccinated person can still be a carrier and transmit the virus to others. Therefore, we will emphasize that vaccinated Team Members must continue to observe



- all PPE precautions (wear a mask, frequent hand washing, frequently clean and sanitize the work area, maintain social distancing, and self-isolate if exposed to others who test positive with COVID-19).
- Encourage Team Members to contact our Director of Training with any concerns or questions.
 - Note that the StrasGlobal policy is subject to change as we learn more and the situation changes.
3. We will send out personalized **Essential Employee letters** to all Team Members to use as proof of being an Essential Employee if one is needed to obtain a vaccination.
 4. We will also send each Team Member an Acknowledgment Letter that the Team Member must sign stating that the Team Member has been informed as to the rules and conditions for using the Essential Employee letter and agrees to the rules and conditions. The signed Acknowledgement Letter will be placed in the Team Member's personnel file. (link to Acknowledgement Letter below)
 5. Our District Managers will be responsible for collecting all signed Acknowledgment Letters and will follow up with those who do not return the Letter.
 6. We will continue to inform our Team Members about updates and changes to our Vaccination Policy through emails, the StrasGlobal *Strange Times*, our monthly StrasGlobal newsletter and through verbal communications by our District Managers and Store Managers.

Stage 4. Implementation

1. We will encourage Team Members to enroll in **v-safe**. According to the CDC, "each person getting the COVID-19 vaccine will receive a vaccination record card to make sure they receive the correct vaccine for the second dose. You can also enroll in v-safe, a smartphone-based tool that uses text messaging and web surveys to provide personalized health check-ins after you receive a COVID-19 vaccination. V-safe will remind you to get your second COVID-19 vaccine dose if you need one."
2. We will send out a **second survey** to all Team Members to be completed after they receive their first vaccine shot. The survey will collect the following information: date of shot, type of vaccination (to see if one or two doses are required), experience getting the shot, a place to upload proof of vaccination (not to include medical information) and upload a receipt if an administration fee was charged for the vaccination which was not covered by insurance. A place to check if asking for the two hours of PTO. Finally, a box to check if the Team Member will be applying for their \$25 Stra\$Bucks incentive for the first shot of a two-dose vaccination or \$50 for a one dose vaccination. (link to post vaccination survey 2 below).
3. After verifying the vaccination information, the Director of Training will send out the appropriate Stra\$Bucks to the Team Member in the weekly store mail packets or send Visa gift cards directly to those Team Members working remotely or in the office.



4. The Director of Training will collect any uploaded vaccination administration receipts and, if appropriate, will confirm with the Team Members' supervisors that the location administering the vaccine was charging an administrative fee for the amount. The Director of Training will then fill out a reimbursement form with the following information: Team Member name, store number, location, date of shot, and amount of administration fee and send it to Payroll for processing. The payment of the administration fee will be treated as a reimbursement of expense and not as additional pay.
5. If the Team Member is claiming the two hours of PTO to get the vaccination, they will be prompted on the survey to remind the supervisor to send an *additional pay* request to Pay roll. The Team Member will receive the PTO money with their pay.
6. In case not all the Team Members enroll in v-safe, we will obtain the expected date of the Team Member's second dose (if it is a two-dose vaccine) from the second survey. The Director of Training will keep track of the Team Members who will be getting a second dose and will send them a reminder prior to the expected date with a second reminder being sent if we do not get a survey back indicating that the Team Member has had their second dose. (We will attempt to remind the Team Member of their second dose even if they are no longer employed by StrasGlobal.)
7. The StrasGlobal data analysis team will collate the survey information and provide regular management updates about the vaccination rate among Team Members. If there are geographic areas where Team Members are getting vaccinated at a rate below the rest of the company or national average, management will follow up to see if the delay is due to the area having limited access to vaccines (response: see if we can help expedite access) or if Team Members need further education about the vaccine or additional encouragement to be vaccinated (response: send more vaccine information, have the District Manager speak directly with the store teams to encourage vaccination, arrange for a medical professional to visit the store and address any vaccination concerns and determine what the obstacles are to getting everyone vaccinated).
8. If a Team Member is on a two-dose vaccination, then after the second dose they will fill out the survey again. The procedures will be the same as steps 2 -5 above with information being collected, payments being made, and data analyzed to monitor how many people completed their two-dose course and claimed the benefits.
9. After the Team Member receives their second dose (or after they receive a one-shot vaccine) the Director of Training will send the Team Member a badge in the Friday store packet that visually indicates the Team Member has been vaccinated. This badge will be the orange version of the CDC vaccination symbol (the orange goes with our brand colors). As we have not yet found any badges with this image in the marketplace, we will have them made for us. We can use the vaccination logo because the CDC's website says, "the CDC materials available on the website are in the public domain (free of copyright restrictions) unless otherwise noted". We considered other identifiers like ribbons or stickers on the name badge that say, "I have been vaccinated". However, the identifier needs to be easily recognizable as the CDC proof of



vaccination image as well as simple to keep clean, durable and easy for the Team Member to remember to wear. Therefore, a sticker or ribbon will not work as it needs to be a more permanent marker. The badge will become a required part of the Team Members uniform.

10. If a new employee is fully vaccinated at the time of employment, they will not receive the vaccine incentive until they are due to be vaccinated again - if we are still offering it. The StrasGlobal HR consultant, has told us that it is permissible to ask job applicants if they have received their COVID-19 vaccination. This question will be included in the StrasGlobal new hire paperwork.

Stage 5. Beyond the company

1. We will place one or more signs in each store saying ***“We are an employer who strongly encourages our Team Members to get the COVID-19 vaccination”*** to promote our concern for our customers’ health and safety and encourage them to shop with us.
2. We will encourage Team Members to have their family and friends vaccinated as well. The financial incentives and cost reimbursement do not apply to family and friends; however, we will give Store Managers free drink coupons to distribute to Team Members to give to their household members to claim a free drink with proof of vaccination.(See link to image of coupon below.)
3. We will send out information to be posted in our stores to encourage our **customers** to get vaccinated. Where appropriate, and possible, we will also send posters that are in the languages of our local customer base. (see CDC link to posters in Toolkit)
4. We will have the marketing department create promotions with vendors which encourage our customers to get vaccinated and gives them some kind of incentive: for example, “Buy a drink and get another free with proof of vaccination.” (See link below for examples of these promos.)
5. We will consider partnering with our local communities’ initiatives to encourage people to vaccinate and have an appointed person to explore local vaccination drives. In particular we will explore the possibilities of offering vaccinations on site (similar to traditional blood drives) to both employees and customer. We will support and promote any vaccination initiatives by Team Rubicon, our StrasGlobal charity of choice. (link to Team Rubicon below)

Stage 6. Looking Ahead

1. Once Vaccinated we need to educate Team Members that:
 - o We don’t know how long the vaccination immunity will last so they may eventually need another one



- None of the vaccines are 100% effective so there is at least 5% chance you might get it again -though so far no one who has been vaccinated has died from COVID-19
 - The vaccines may not give protection against future mutations of COVID-19
 - You can still be an asymptomatic carrier after being vaccinated so protect those around you by following COVID protocols (mask, handwashing, distancing etc.)
2. We realize that COVID vaccination program is an on-going program and may last many months until the national immunity level is reached. StrasGlobal will incorporate new employees into the vaccination program, continue to monitor those who are getting vaccinated, encourage those who are not getting vaccinated to do so, and track time lost at work from getting the vaccination or because of reactions or side effects. (We will compare the time lost at work from getting the vaccinations with the time lost at work by those who have had COVID-19 so as to show our Team Members another benefit to having the vaccination.)
 3. StrasGlobal will continue to constantly monitor CDC news and scientific research to fine tune this policy. We retain the right to modify or cancel our vaccination program at any time for any reason we deem reasonable.

SUPPORTING DOCUMENTS

- The CDC COVID-19 Vaccine Communication Toolkit for Essential Workers
The [CDC COVID-19 Vaccination Communication Toolkit](#) is a wonderful resource for employers developing their own COVID-19 vaccination communication plans. This Toolkit contains the most relevant information and templates to help employers educate employees about the vaccine, raise awareness of the benefits, and address common questions and concerns. Additionally, the Toolkit also contains downloadable documents for stickers, posters, flyers and social media communication.

StrasGlobal found the information in the links below to be helpful, and suggests a review of the following that can be used to help craft a cohesive Vaccination Plan for any organization:

- [Introductory Letter for Managerial Level Employees](#)
- [Key Messages to Educate Employees](#)
- [FAQ's for Employers](#)
- [FAQ's for Employees](#)
- [Slide Deck for Informational Meetings](#)
- [Newsletter Content](#)
- [Letter to Employees](#)

Handouts and information immediately useful to store-level employees:

- [Facts about COVID-19 Vaccines](#)



- [Additional FAQ's about COVID-19 Vaccine Safety](#)

Use of any of the above will be dependent on each employer's individual communication strategy and needs.

- [Template of research form for vaccination sign up places](#)
- [Example of in-house StrasGlobal gift certificates Stra\\$Bucks](#)
- [Example of in-house StrasGlobal "Free Drink" coupons](#)
- [Example "Essential Workers" letter](#)
- [Example Acknowledgment Letter](#)
- [Example of Pre-Vaccination Survey](#)
- [Example of Survey used for 1st and 2nd doses](#)
- [Find out more about Team Rubicon](#)

ABOUT STRASGLOBAL

OUR MISSION:

To make life better – for our team, our customers, and our clients

For 35 years StrasGlobal has been the choice of global oil brands, distressed assets managers, real estate lenders and private investors seeking a complete, turn-key retail management solution from the most experienced team in the industry. Our “plug-and-play” or customized solutions work for 1 store or 100 stores.

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