

From: Kristine Wydro
Sent: Tuesday, December 15, 2020 4:50 PM
To: Chris Snyder
Cc: Paula Wilson
Subject: Tops Appreciation Bonus - Please share

As you know, Tops instituted a hero pay program earlier this year when we and other industry employers faced a great deal of uncertainty related to the coronavirus pandemic. We also invested heavily in measures to help provide a safe workplace, whether it was by modifying workspaces, supplying PPE, developing and adjusting workplace policies and practices, and taking a variety of other approaches to minimize the potential spread of infection. Through all of this, Tops associates remained diligent, conscientious and committed to doing their part to keep the workplace safe. In recognition of these efforts, on 12/17/20 we will be issuing an appreciation bonus. Full time bargaining unit members who recorded hours worked since 9/15/20 and remained employed as of 12/14/20 will receive a \$200 appreciation bonus. Part-time bargaining unit members hired prior to 6/30/20 who recorded hours worked since 9/15/20 and remained employed as of 12/14/20 will receive a \$100 appreciation bonus.

Kristine Wydro
Director of Human Resources
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Summary of Tops Markets, LLC COVID-19 Protocols and Policies:

Childcare: Tops Markets will work with any impacted employee that has a childcare/schooling related issue on a case-by-case basis. Specifically, any paid time off can be utilized. If no such time-off is available, the Company will work with the employee to grant unpaid time off/personal leave that will not be penalized under the attendance policy. Tops Markets will also allow the employee to make up hours and accommodate different start/end times for the employee's childcare/schooling issues.

Quarantine: If an employee has to be quarantined due to symptoms and/or testing positive from COVID-19, the employee will be placed on a medical leave of absence. The employee can apply for Short Term Disability ("STD"), if eligible, through Lincoln Financial.

Employee/Member Concern: If any employee has a concern over their work or contracting an illness while at work, the Company is granting personal leaves of absences, no questions asked. Tops Markets management will also allow use of any paid time off, if an employee desires.

Health and Safety: The Company is using temperature checks at the start of shifts and, when possible, is utilizing every other register to promote social distancing. Face masks are provided daily or as needed to employees. Gloves, hand sanitizer and disinfectant spray are provided to all cashiers at the store; re-supplying when needed.

Where feasible, Plexiglas barriers were installed to protect cashiers. Social distancing signage and markings are found throughout each worksite locations.

Security guards have been utilized when mask enforcement was needed with customers that refused to comply with Pennsylvania Department of Health ("DoH") directives.

Ongoing Dialogue and Review of Policies and Protocols: Tops Markets is committed to discussing matter(s) with the Union on a case-by-case basis, ensuring that health and safety protocols are followed and expanded, where applicable.



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Frank Curci
Chairman & Chief Executive Officer

4/9/2020

Dear Associates,

As the COVID-19 situation continues to evolve, on behalf of the entire Tops Executive team I wanted to take a moment to once again express our sincerest gratitude and appreciation for all of your hard work and dedication in serving our customers and communities. Along with our medical professionals and first responders, you are all the true heroes on the front lines! Your efforts continue to make a difference each and every day.

To continue to show our appreciation for your hard work and dedication, we will be enhancing and extending the “hero pay” that was previously implemented in March:

- The previously announced incentive pay of \$1.00 per hour for full time and 50 cents per hour for part time associates will be **extended through May 2, 2020**
- In addition, effective **Sunday, April 5th** all hourly store and warehouse associates will receive an **additional \$1.00 per hour**

Both pay raises will be in effect until **May 2, 2020**, and will be effective for all current associates as well as anyone hired during this time.

Again, a sincere “thank you” for all you do and continue to do during this time!

A handwritten signature in black ink that reads "Frank Curci".

Frank Curci
Chairman & Chief Executive Officer

Summary of Tops Markets, LLC COVID-19 Policy/Protocols:

Following discussions with Kris Wydro and Paula White, Labor Relations/Human Resources for Tops Markets, LLC, the Company will be following the below protocols as it relates to COVID-19:

Childcare: In light of Governor Wolf's declaration to shut down all school districts across the Commonwealth of Pennsylvania, Tops Markets will work with any impacted employee that has a childcare issue on a case-by-case basis. Specifically, any paid time off can be utilized. If no such time-off is available, the Company will work with the employee to grant unpaid time off/personal leave that will not be penalized under the attendance policy. Tops Markets will also allow the employee to make up hours and accommodate different start/end times for childcare issues.

Quarantine: If an employee has to be quarantined due to symptoms and/or testing positive for COVID-19, the employee will be placed on a medical leave of absence. The employee can apply for Short Term Disability, if eligible, through Lincoln Financial.

Employee/Member Concern: If any member has a concern over their work or contracting an illness, the Company is granting personal leaves of absences, no questions. They will also allow use of any paid time off, if desired.

The Company stated they are committed to continuing dialogue as any matter(s) arise and the environment/circumstances change. As the COVID-19 circumstance is evolving and fluid, the Company stated they have not composed a formal/written policy. However, they committed to discussing matter(s) with the Union on a case-by-case basis.