



Good food. Responsibly.®

Smithfield Package Meats Corp
2200 Rivers Edge Drive
Arnold, PA 15068-4540

November 19, 2020

Rich Lenhart, Business Representative
United Food & Commercial Workers Union
345 Southpointe Blvd., Suite 300
Canonsburg, PA 15317-9811

Dear Rich:

We received your request for information dated November 18, 2020 and would like to take this opportunity to respond to your questions and concerns.

At Smithfield, transparency and trust are core values.

The Company is strictly following The Centers for Disease Control (CDC) guidelines in all actions we are taking as a result of this pandemic. These protocols have been implemented at this facility and are being followed to the letter. We are doing everything in our power to ensure not only are our employees remaining safe and healthy, but also calm and informed. You know, better than anyone just how extensive the protocols are to keep workers safe at all times within meat manufacturing, not just during our response to COVID-19.

With on-site testing available, any employee is free to get tested at any time for COVID-19 even if not required by our protocols.

In regard to positive cases, The CDC protocols call for a symptom-based approach for any employee that tests positive for COVID-19. An employee that tests positive will remain off work until the following return to work criteria are met:

1. At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever reducing medications; AND
2. Improvement in other symptoms (e.g. cough, shortness of breath); AND
3. At least 10 days have passed since symptoms first appeared.

Any employee that has come into close contact with that employee for a prolonged period of time will be isolated and taken through the protocols to determine if they are experiencing COVID-19 symptoms. If they are experiencing COVID-19 symptom, they would be required to test for COVID-19 and go home and quarantine. The quarantine period will be paid until the employee meets the "return to work criteria". Every employee has been told that if they are experiencing any symptoms of COVID-19 or are sick, they should stay home and should not report to work. The Company will continue to communicate to the union when a positive case occurs.

On Tuesday April 7th, thermal scanning of all persons entering our facility was started and is continuing to be done during all shifts. All common areas and high touch surfaces are being sanitized multiple times each day and all microwaves, vending areas and tables are being sanitized multiple times per shift. We have added sanitizing stations throughout our facilities in high traffic areas, at entryways, outside common areas and at the entrances as well. We have installed plexiglass dividers on our line 3 retail packing area where employees cannot avoid working in closer proximity. We have three (3) COVID Monitors, (one per shift), who are responsible for sanitizing and ensuring that every employee is adhering to PPE and social distancing protocols.

Smithfield has provided training to all employees on all of our COVID-19 protocols and procedures and continues with refresher training.

Smithfield has launched its new Beekeeper app to give all employees access to additional and up to date information on the COVID-19 and other company news. We are continually communicating to employees the importance of practicing all preventative measures to stop the spread of respiratory illness, such as, washing your hands, covering your cough and not touching your face. We have posted reminders and instructional guides and put the information on our break room monitors to ensure the message has been heard. You are also well aware that our normal use of PPE is extensive. In addition, each employee has received a face shield and receives a new disposable facemask at the beginning of their shift.

Smithfield has removed all barriers in our health plan to ensure that if an employee does need testing, they are able to get that test done free of charge. Smithfield has waived the co-pay, co-insurance and deductible for COVID-19 testing as well as eliminating pre-approval or preauthorization steps to facilitate the process for an employee to get tested. We are also working with our older adults and people of any age who have serious underlying medical conditions, on a case by case basis.

If an employee is placed on a quarantine by the Company or by a medical physician due to exposure through contact with a confirmed diagnosed COVID-19 person, the quarantine period will be paid until the employee meets the "return to work criteria". Insurance coverage will continue during this time. Employees are also eligible for short-term disability pay if necessary and we have agreed to waive any waiting period for anyone diagnosed with COVID-19.

As a token of our gratitude, employees received the Responsibility Bonus program thru October 11, 2020. The program has ended as of October 12, 2020.

The U.S. federal government has identified U.S. food and agriculture as crucial parts of our nation's response to COVID-19 and have emphasized our special responsibility to maintain normal work schedules. Smithfield takes this responsibility seriously and is working diligently to keep our employees safe while also continuing with our commitment to deliver good food, responsibly to our consumers. We feel sure the union will have a desire to partner with us to meet this obligation.

As always, the company is always willing to meet and discuss issues of concern.

Sincerely,

A handwritten signature in cursive script, reading "Colleen McConnaughey".

Colleen McConnaughey
Manager, Human Resources



COVID-19 Preparedness and Response Plan

November 6, 2020

Introduction

In accordance with recommendations from the Occupational Safety and Health Administration (OSHA), Smithfield has developed this **COVID-19 Preparedness and Response Plan** (the "Plan") to address the COVID-19 pandemic and help reduce the spread of the virus while fulfilling its obligation as a critical infrastructure industry providing food to families across America.

Smithfield's response to the pandemic will evolve to address new issues that arise in Smithfield's operations, updates to guidance from health and regulatory agencies, and newly developed industry best practices. Accordingly, this Plan provides an overview of Smithfield's preparation for and response to COVID-19 and incorporates Smithfield's specific COVID-19 policies and procedures.

Symptoms of COVID-19

COVID-19 has a wide range of symptoms ranging from mild symptoms to severe illness. According to the Centers for Disease Control and Prevention (CDC), symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combination of symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

These may change as the CDC modifies its symptoms list. The most current list of symptoms can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

How COVID-19 is Spread

There is currently no vaccine to prevent COVID-19. The best way to prevent illness is to avoid being exposed to the virus, which is thought to spread mainly from person to person. It is spread between people who are in close contact with one another (within about six feet) through respiratory droplets produced when an infected person coughs, sneezes, or talks and those droplets land in the mouths of people who are nearby or are inhaled into the lungs. The virus may be spread by people not showing symptoms.

Smithfield Action Overview

- **Workplace Controls.** Smithfield will implement Engineering Controls, Administrative Controls, and Safe Work Practices to reduce workers' risk of exposure to COVID-19. These controls and practices are set forth in our policies and protocols, including the policies attached to this Plan, Human Resources policies, safety policies, engineering policies, and local policies.
- **Implement Policies and Protocols.** Smithfield will implement policies and protocols that comply with applicable guidance and update those policies and protocols weekly, as needed, with the following general objectives, among others:
 - Educate workers about COVID-19 with frequent and easy to understand communications.
 - Post notices and reminders, including reminders about handwashing and preventing spread of the virus, in multiple languages in high visibility areas;
 - Train workers how to properly don and doff PPE;
 - Keep workers informed of company policies and protections;
 - Require Smithfield University COVID-19 module to be completed by all employees with access to intranet; and
 - Provide COVID-19 training developed for hourly employees and others without access to intranet.
 - Encourage responsible behavior to prevent the spread of the virus, including:
 - Frequent handwashing;
 - Covering coughs and sneezes;
 - Avoiding touching eyes, nose and mouth with unwashed hands; and
 - Avoiding contact with people who are sick.
 - Require that workers stay home if they are sick, and encourage staying home by:
 - Relaxing attendance policies;
 - Eliminating any punitive effect of COVID-19 related absences; and
 - Providing paid sick leave.
 - Reduce risk of exposure by:
 - Implementing practices that allow for social distancing of six feet or more;
 - Installing barriers where social distancing is not feasible;
 - Reconfiguring workspaces and welfare areas to provide for more distance between individuals;
 - Promoting distancing by staggering breaks and shifts and slowing production where possible;
 - Providing additional hand-sanitizer and more opportunities for handwashing;
 - Providing and expanding use of PPE, including requiring that all workers wear masks and providing instruction and photos on proper use;
 - Restricting all non-essential visitors;
 - Restricting non-essential business travel and discouraging non-essential personal travel;
 - Screening individuals for signs of COVID-19 before entering the workplace;
 - Medical experts that agree that a best practice for limiting exposure to COVID-19 is to conduct temperature screenings before employees are allowed to touch high-touch surfaces such as timeclocks. To promote employee health and safety and to minimize exposure to possibly contaminated surfaces, Smithfield will provide paid time for employees who undergo temperature screenings in a manner that does not require the use of timeclocks. Specifically, Smithfield will determine the amount of time necessary to complete the temperature screening process and pay additional minutes adequate to compensate for the time required for the

temperature screening process. These additional minutes will be added to the paid time recorded for each employee each day.

- Encouraging workers to work from home if possible and discontinuing non-essential operations; and
- Providing sick workers with CDC recommendations to help prevent community spread.
- Increase cleaning efforts such as:
 - Continuing to use EPA approved disinfectants;
 - Cleaning and sanitizing of frequently touched surfaces per facility often;
 - Using sanitizers with increased potency where feasible;
 - Providing enhanced cleaning and sanitizing of welfare areas and production areas; and
 - Cleaning and sanitizing tools and radios with EPA approved disinfectants.
- **Agency Guidance and Cooperation**
 - Monitor applicable guidance from federal, state, local, tribal and territorial health agencies via websites, news alerts and other information sources.
 - If needed, update policies to incorporate such guidance and communicate updates to management and safety personnel.
 - Provide health agencies with information requested or required to be reported, including close contact lists.
- **Workplace Exposure Risk Assessment**
 - Categories defined by OSHA:
 - *Very High*: high potential for exposure to known or potential sources of COVID-19 during medical procedures.
 - *High*: high potential for exposure to known or potential sources of COVID-19.
 - *Medium*: Jobs requiring frequent or close contact with people who may be infected with COVID-19.
 - *Lower*: Jobs that do not require frequent close contact with others.
 - Additional Considerations
 - Frequency of contact with general public.
 - Ongoing community transmission.
 - Smithfield has conducted worksite assessments to identify COVID-19 risks and prevention strategies, and in accordance with guidelines issued by the CDC and OSHA. Generally, due to the physical layout of the plants and distribution centers, workers have medium risk of exposure as a result of frequent close contact with other workers. These workers may also be living in areas with ongoing community transmission. Additionally, on-site health care workers are subject to medium risk of exposure.
 - Workers in corporate offices and at farms typically work more than six feet away from others and are in less frequent contact. These workers are subject to lower exposure risk.

Very High None	High None	Medium Workers in Plants and Distribution Centers On-site Health Care	Lower Workers in Corporate Offices Workers in farming, feed production, administration, grain handling, and farming support tasks
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Implementation and Administration of Plan

This Plan will be implemented and administered by members of management, including human resources at the corporate and facility levels, plant managers, shift supervisors, safety personnel, and others. The Plan, which includes the attached policies and protocols and incorporates all locally applicable policies, will be drafted, monitored, and updated through the collaboration of leadership in operations, legal, human resources, safety, and the executive team. At all times, the primary objective is to protect the safety and well-being of Smithfield employees, suppliers, customers, and all stakeholders.

Business Continuity and Contingency Considerations

If needed as a result of increased absenteeism, decreased supplies or demand, or other effects on production, Smithfield will engage its current business continuity plans and adjust operations as needed. This may include partial or full reduction of operations at a facility.

Policies and Protocols

The Plan will be implemented through Smithfield's protocols and policies that strictly follow applicable CDC and OSHA guidance. These policies include:

Exhibit A	COVID-19 General Policies
Exhibit B	COVID-19 FAQs
Exhibit C	COVID-19 Temperature Screening Protocols
Exhibit D	COVID-19 Protocols for Potential and Positive Exposure
Exhibit E	COVID-19 Employee Questionnaire
Exhibit F	COVID-19 Positive Screening Instruction Packet
Exhibit G	COVID-19 Carpooling Guidance
Exhibit H	COVID-19 On-site Healthcare Worker Protocol
Exhibit I	COVID-19 Visitor Restriction Policy
Exhibit J	COVID-19 Additional Cleaning and Sanitizing Procedures
Exhibit K	COVID-19 Orientation and Training Guidance
Exhibit L	COVID-19 Quarantine Pay Guidelines
Exhibit M	GMP Policy
Exhibit N	Face Covering SOP



COVID-19 Policies

Updated: November 4, 2020

At Smithfield Foods, the health and safety of our employees and consumers is our top priority. Smithfield has implemented these temporary measures to protect workers from exposure to COVID-19 according to applicable guidance from the CDC, OSHA, and other experts. These measures will be discontinued when determined to no longer be effective or necessary.

COVID-19 Travel Policy

Business Travel

All nonessential business travel should be deferred until further notice. Business travel is considered essential if it is absolutely necessary to our business operations. Please discuss your travel plans with your manager to determine whether your travel is essential.

Personal Travel

Employees should avoid all nonessential travel, including within the United States.

International Travel

Employees who have travelled internationally are prohibited from entering any Smithfield facility for the shorter of (a) 14 days after the day they return to the United States; and (b) the next business day after they receive a negative COVID-19 test result. The COVID-19 test must be taken upon returning to the United States. Unless the employee qualifies for Quarantine Pay as set forth in the Quarantine Pay Guidelines, time absent from work as a result of international travel will be unpaid.

U.S. Travel

Employees should avoid all nonessential travel within the United States. We urge employees to take a conservative approach and use technology where possible in place of nonessential travel. Employees are not being quarantined due to domestic travel; however, we urge you to visit the CDC's [Coronavirus and Travel in the United States](https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html) (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>) webpage and heed their advice.

COVID-19 Visitor Restriction Policy

All nonessential visitors are prohibited from visiting any Smithfield facility. Visitors will be restricted from entering our locations if they have returned from international travel within the past 14 days. Visitors will be required to acknowledge that they have

completely read and fully understand the Smithfield Foods COVID-19 Visitor Restriction Policy and have answered “No” to the following questions:

- Have you returned from international travel within the past 14 days?
- Are you living with, providing care for or have you been in close contact* with someone with a confirmed diagnosis of COVID-19 or who is currently being tested for COVID-19? (*close contact is defined as being within 6 feet (2 meters) for cumulative total of 10 minutes or more over a 24-hour period.)
- Are you experiencing COVID-19 related symptoms* such as cough, fever or chills, difficulty breathing or shortness of breath, fatigue, headache, sore throat, muscle or body aches, new loss of taste or smell, congestion or runny nose, nausea or vomiting, or diarrhea?

*These may change as the CDC modifies its symptoms list. The most current list of symptoms can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

COVID-19 Gathering Restriction Policy

When possible, conduct meetings by phone or teleconference. For in-person gatherings deemed essential, follow applicable state, local, territorial or tribal safety laws and regulations, including guidance relating to size and attendance limitations.

COVID-19 Social Distancing and Administrative Controls Policy

Social distancing is a critical step in reducing the spread of COVID-19. Employees must maintain at least six feet of physical distance between individuals whenever feasible. When feasible, shift start times, breaks and lunches will be staggered to help facilitate social distancing in break rooms, locker rooms and other welfare areas. Smithfield will also provide visual cues and reconfigure workstations and common areas (including providing outside seating) where and when feasible. Carpooling is discouraged.

In areas where maintaining six feet between individuals is not feasible, Smithfield will take appropriate steps to slow the spread of COVID-19.

Employees must wear necessary personal protective equipment (PPE) when required by existing safety regulations and wear masks unless the mask creates an unsafe working condition (for example, wearing a mask may cause a face shield to fog up, creating an unsafe condition that should be avoided). Hog Production employees must wear masks whenever working within 6 feet of another worker. Employees should adhere to all training relating to PPE and wash or sanitize hands after removing PPE.

COVID-19 Education Policy

Smithfield will educate its employees about COVID-19 and applicable federal, state and local guidance, including providing information on transmission, symptoms, testing, safety, hygiene, mitigation, anti-retaliation laws and the importance of staying home when sick. Education will be up to date, easy to understand and available in multiple languages through posted messages, videos, conversations and other media.

COVID-19 Voluntary Shutdown Policy

Smithfield will consider the possibility of a voluntary shutdown of a facility if it becomes evident that the worker safety or production has been compromised due to an inability to adhere to applicable CDC guidance.

Questions?

In accordance with this policy, local management, in consultation with leadership, is responsible for managing the risks associated with COVID-19 at the local level. Leadership includes the following:

- [Bill Michels](#), Senior Vice President, Packaged Meats Operations
- [Todd Gerken](#), Senior Vice President, Fresh Pork Operations
- [John Sargent](#), Vice President, Hog Production Operations

Employee questions should be directed to local human resource representatives.

For any other questions, please contact:

Keira Lombardo
Executive Vice President, Corporate Affairs and Compliance
p: (757) 365-3050
c: (757) 323-5025
e: klombardo@smithfield.com

Frequently Asked Questions

What is our protocol to effectively manage potential COVID-19 cases in our operations?

We have detailed processes and protocols in place that follow the guidance from the Centers for Disease Control and Prevention (CDC), the leading national health protection agency of the United States. Please watch this video below that explains our protocol to effectively manage potential COVID-19 cases in our operations.

I am an employee who is over age 65 and I am concerned about being exposed to the virus in the workplace. What is the company doing to accommodate employees over 65 or in a high-risk category?

Smithfield's current policy is to offer a paid leave benefit for any employee who has completed at least 90-days of active employment, who is at an increased risk for serious complications from COVID-19 infection (as defined by CDC guidelines) and meets the other requirements set forth in the policy. To review a copy of this policy, please click [HERE](#).

Employees on COVID-19 Paid Leave are expected to be at home self-isolating. Employees on paid leave are not to be working for another employer. Any employee found to be working at another employer, including self-employment, whether paid or unpaid. Any employee found to be working in other employment during this leave will have their leave pay immediately suspended and may be subject to discipline up to and including termination of employment.

Smithfield's COVID-19 Paid Leave Policy is in effect through November 30, 2020 and may be extended, in the Company's discretion.

Will I be paid if I am quarantined by the Company or a medical professional as a result of COVID-19 exposure or diagnosis?

Yes. If you are quarantined by the company or a medical professional as a result of COVID-19 symptoms, known exposure, or diagnosis and you are tested for COVID-19, you will be paid in accordance with Smithfield's Quarantine Pay Guidelines.

NOTE: Salaried exempt employees on quarantine and not experiencing symptoms and are not sick will be expected to work from home.

What additional protocols are you taking in case I am ill and out of work?

Smithfield remains committed to each of you during this time. As such, we are instituting the following:

- Relaxing attendance policies in our plants by eliminating any punitive effect for missing work due to an employee being quarantined for illness or diagnosis related to COVID-19.
- Waiving the waiting period for Short Term Disability benefits for those diagnosed with COVID-19.
- Waiving the co-pay, co-insurance and deductible for COVID-19 testing as well as eliminating pre-approval or preauthorization steps.
- Waiving co-pays for the use of telemedicine until December 31, 2020.
- Allowing early refill of maintenance medication.

Is COVID-19 a food borne illness? Is it spread through pigs?

COVID-19 is not a food borne illness and is not spread through pigs. According to the U.S. Food & Drug Administration (FDA) and Centers for Disease Control and Prevention (CDC) there is no evidence that COVID-19 can be transmitted by food. However, it is always important to follow good hygiene practices (i.e., wash hands and surfaces often, separate raw meat from other foods, cook to the right temperature and refrigerate foods promptly) when handling or preparing food. In addition, there is no evidence that pigs play any role in the current outbreak, can contract the virus or serve as a carrier.

What options do I have if my child's school or daycare closes for reasons related to COVID-19?

We are making efforts to accommodate those with COVID-19 related childcare concerns. Requests for special accommodations will be evaluated on a case by case basis and should be requested through your local HR representative for consideration.

Am I required to report to work if I would prefer to work from home?

For our Smithfield Family members working in our offices, we have instituted flexible work schedules, which will allow our employees to work from home or on a rotating schedule, as feasible.

Please consult directly with your manager regarding specific accommodations for you and your teams.

How are we managing service to our customers?

We have implemented a Crisis Management Plan to mitigate the risks of interrupted services to customers. It serves as the base plan that outlines Smithfield Foods' strategy for the continuation of business operations during an emergency incident. [Learn more here.](#)

Can I attend an external or internal conference/meeting?

Our Smithfield Family will adhere to the following gathering restrictions until further notice:

- For in-person gatherings deemed essential, follow state, local, territorial or tribal safety laws and regulations, including guidance relating to size and attendance limits. All participants should practice social distancing techniques.
- When possible, conduct meetings by phone or teleconference.
- Postpone or cancel the attendance of nonessential, work-related trade shows, conferences, events and gatherings.

[See our COVID-19 Gathering Restriction Policy for more information.](#)

What is our visitors' policy?

All nonessential visitors are prohibited from visiting any Smithfield location (facilities, farms, distribution centers, office, etc.). Visitors will be required to acknowledge that they have completely read and fully understand the Smithfield Foods COVID-19 Visitor Restriction Policy and have answered "No" to questions that can be found in our [COVID-19 Visitor Restriction Policy](#).

A current listing of travel advisories and warnings can be found on the CDC website at [Coronavirus Disease 2019 Information for Travel](#).

Can I travel for work?

Business Travel

All nonessential business travel should be deferred until further notice. Business travel is considered essential if it is absolutely necessary to our business operations. Please discuss your travel plans with your manager to determine whether your travel is essential.

Personal Travel

Employees should avoid all nonessential travel, including within the United States.

International Travel

Employees who have travelled internationally are prohibited from entering any Smithfield facility for the shorter of (a) 14 days after the day they return to the United States; and (b) the next business day after they receive a negative COVID-19 test result. The COVID-19 test must be taken upon returning to the United States. Unless the employee qualifies for Quarantine Pay as set forth in the Quarantine Pay Guidelines, time absent from work as a result of international travel will be unpaid.

U.S. Travel

Employees should avoid all nonessential travel within the United States. We urge employees to take a conservative approach and use technology where possible in place of nonessential travel. Employees are not being quarantined due to domestic travel; however, we urge you to visit the CDC's [Coronavirus and Travel in the United States](https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html)

(<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>) webpage and heed their advice.

If an employee is required to quarantine after he or she gets back from personal travel, that time will remain unpaid.

[See our COVID-19 Travel Policy for more information.](#)

What if I plan to travel for personal time?

Employees are required to disclose their travel destination to their manager. We are encouraging employees to reconsider any nonessential travel, including within the United States. Employees who have returned from international travel must self-quarantine for the shorter of (a) 14- days from the date they return to the United States; and (b) the next business day after they receive a negative COVID-19 test result. This quarantine period will be unpaid.

The Company is currently not requiring that an employee be quarantined following domestic travel; however, we urge employees to reconsider any non-essential travel and to heed the CDC travel guidance available on their website.

A current listing of travel warnings can be found on the CDC website at [Coronavirus Disease 2019 Information for Travel](#).

If you must travel to other regions, please stay alert to developments that may affect your plans. We urge you to take a conservative approach to travel generally and use technology

where possible in place of unnecessary international travel.

If I'm not feeling well, what should I do?

Stay at home and do not report to work. Follow the proper call off procedure and advise your manager of your illness. If you are experiencing any symptoms of COVID-19 which include a fever over 100.4 degrees Fahrenheit, cough, difficulty breathing or shortness of breath, chills, muscle pain, sore throat or new loss of taste or smell, congestion or runny nose, nausea or vomiting or diarrhea you should remain home until you are fever-free, without the use of a fever-reducing medication for a full 72 hours, and it has been at least 10 days since symptoms first appeared. See below if you are exhibiting symptoms of COVID-19. Additional testing criteria may be required in order to be paid for the time off work, please contact your local HR representative for further return to work requirements.

The list of symptoms may change as the CDC modifies its symptoms list. The most current list of symptoms can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

What if a Smithfield employee is exhibiting symptoms of COVID-19?

At each of our locations, we have designated an onsite room to isolate individuals exhibiting COVID-19 symptoms. We have also designated an individual, such as onsite nurse or Human Resource representative, who will administer a COVID-19 Employee Questionnaire. Based on the responses, we may advise you to contact a medical professional and place you on a mandatory quarantine. Anyone placed on a quarantine is required to be tested for COVID-19 in order to receive pay during their quarantine period. At minimum, you should remain home until you are fever-free, without the use of a fever-reducing medication for a full 72 hours, respiratory symptoms are improving, and it has been at least 10 days since symptoms first appeared before returning to work. Additional testing criteria may be, please contact your local HR representative for further return to work requirements.

What if a Smithfield employee tests positive for COVID-19?

If you are diagnosed with COVID-19, please do not report to work. You must contact your local Human Resources department as soon as possible to notify them of your diagnosis. You will be placed on a mandatory quarantine. You will need to remain home until you meet the return to work criteria. In addition, you will be asked to provide a list of all employees with whom you have been in close contact in the 2 days prior to the onset of symptoms. All these employees will be contacted and instructed to self-monitor for COVID-19 symptoms. Smithfield will maintain confidentiality of your identity and health information. Additionally, the area in which you work, as well as all common areas, will be thoroughly sanitized.

What if a Smithfield employee has been exposed to COVID-19?

If you have been in close contact with someone who has been diagnosed with COVID-19, you must notify your local Human Resources department so that the Employee Questionnaire can be reviewed to determine next steps. Next steps include immediately beginning self-monitoring for COVID-19 symptoms and consideration of the need to quarantine. If you are asymptomatic, in most cases you can continue to report to work if appropriate precautions are followed. If you are identified as someone who has had close contact exposure, you will be required to be tested for COVID-19 in order to receive pay during your quarantine period. If you experience COVID-19 symptoms, please do not report to work and immediately contact your HR Representative to schedule testing.

Last Updated: 11/06/2020

COVID-19 Temperature Screening Protocols

Updated: August 31, 2020

Smithfield has implemented these temporary measures to protect workers from exposure to COVID-19 according to applicable guidance from the CDC, OSHA, and other experts. These measures will be discontinued when determined to no longer be effective or necessary.

Employee Preventative Measures & Return to Work Protocols:

- Employees should stay home if they are sick and experiencing ANY symptoms related to COVID-19 such as fever (100.4 °F or higher), cough, shortness of breath or difficulty breathing, muscle pain, headache, sore throat, chills or new loss of taste or smell, congestion or runny nose, nausea or vomiting and diarrhea.
- Employees who stay home sick for symptoms related to COVID-19 should not return to work until they are:
 - At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever reducing medications; *AND*
 - improvement in respiratory symptoms (i.e. cough, shortness of breath); *AND*
 - At least 10 days have passed since symptoms first appeared.
- Additionally, any employee who tests positive for COVID-19 must remain home until they are released to return to work by a medical professional. If an employee is unable to obtain a medical note and they meet the first 3 criteria, the employee should be retested and can return to work after receiving a negative test result without a medical release.

Temperature Screening Protocol

Each facility should have a designated team trained to properly calibrate and use all thermal temperature screening equipment, the proper protocols to sanitize the equipment used, confidentiality requirements and actions to take if an employee screens with an elevated temperature. Locations can utilize qualified 3rd party temporary employees to assist in the screening process. This team should consist of salaried employees from HR, Safety or Operations and should have members available on all shifts. Hourly employees should not be utilized to complete temperature screenings.

1. The facility will designate screening areas at the appropriate entrances and all employees will be required to enter the facility through these areas.
2. The facility should also designate an area nearby to do a secondary screening if needed.
3. Each facility will post signs at its entrance regarding the requirement to undergo temperature screening prior to starting work and reminding individuals to stay home if they are sick.
4. Any individual who refuses to go through the screening process will be denied access to the facility. If an employee refuses to go through screening they should be advised that they will not be paid for the day and will be counted as absent.
5. The temperature screenings must be conducted immediately before or immediately upon the individual's entry into a facility.

6. At all times during the temperature screening process, individuals should observe “social distancing” by maintaining a distance of at least six feet from other individuals.
7. Each individual performing the temperature screening and interacting with the individuals being screened must wear personal protective equipment (PPE) including a face shield, face mask and gloves. If the facility is utilizing the plexiglass shield, PPE is not required.
8. Every individual entering a Smithfield facility that has implemented the COVID-19 Temperature Screening Protocol will be subject to temperature screening each time the individual enters the facility.
9. Employees who go in and out of the facility during the course of normal business are not required to go through the temperature screening process every time they exit the building and return during their shift each day.
 - Every employee must go through the screening at the start of their shift.
 - Employees that will enter and exit the building as part of the normal duties of their job, can request a card from the employee conducting the screening to document they have passed screening for that day.
 - The employee will be issued a dated card that they can show to bypass the screening line for the remainder of their shift.
 - Cards issued must be dated and/or color coded so that it can be easily identified and validated for the day in which it was issued and must be shown to the temperature screener prior to re-entry.
10. The thermal temperature screening will be performed using only equipment or devices approved provided by Smithfield Corporate Engineering.
11. When using a thermal temperature screening system, a high temperature screening flag will be a thermal reading of greater than 2° above the calibrated range.
12. A “Fever” is a temperature reading of 100.4 degrees Fahrenheit/38 degrees Celsius or higher.
13. Positive screening packets will be ready and available in the screening area. Packets will contain Smithfield’s COVID-19 Employee Questionnaire along with an instruction sheet that provides the Human Resources contact information and instructions for the employee to follow as a result of a positive screening. The packet will also contain the return to work protocols.
14. When a thermal temperature screening system is utilized at the facility, any individual with a high temperature screening flag will be called aside as discreetly as possible for a follow-up temperature screening with an individual device. Those monitoring the mass detection devices and interacting with individuals should observe social distancing and wear PPE.
15. Any employee identified as having a Fever during the screening process will be subject to the then-current COVID-19 Protocols for Potential and Positive Exposure.
16. Following the secondary screening, any employee with a Fever will be given a Positive Screening Packet and will immediately be sent home.
17. The person conducting the secondary screening, if wearing a face shield, will need to sanitize their face shield if the person they are screening tests with a fever of 100.4 degrees Fahrenheit or greater, prior to screening the next person.
18. Any non-employee with a Fever will be denied access and will be required to immediately exit the Smithfield facility and must minimize contact with all other individuals. They should be directed to notify their employer of the positive screening and should not return to the

facility or any other Smithfield facility until they can meet the criteria for return to work noted above.

19. If an individual has a Fever, Smithfield will notify only (1) the human resources representative responsible for enforcing the return to work protocols; (2) if applicable, company resources responsible for administering the COVID-19 policies and protocols applicable to the affected employee; and (3) the employee's supervisor only to advise them that the employee should be removed from the schedule until further notified of the employee's release to return to work.
20. Smithfield will not store the temperature readings and will only keep a record of employees with a Fever for purposes of enforcing the Return to Work Protocols.



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COVID-19 Protocols for Potential and Positive Exposure Critical Infrastructure Workers

Updated: November 3, 2020

Smithfield has implemented these temporary measures to protect workers from exposure to COVID-19 according to applicable guidance from the CDC, OSHA, and other experts. These measures will be discontinued when determined to no longer be effective or necessary. These protocols apply to employees who qualify as “critical infrastructure workers” in accordance with applicable guidance by the Cybersecurity and Infrastructure Agency (“CISA”) of the Department of Homeland Security (“DHS”) and the Centers for Disease Control and Prevention (“CDC”). These protocols are effective immediately and until further notice. **Note:** If and where appropriate, Smithfield may, in its discretion, follow applicable local or state guidance to the extent that guidance does not conflict with or violate applicable federal guidance, including the CDC/OSHA Interim Guidance for Meat and Poultry Processing Workers and Employers.

Symptoms of COVID-19

Cough
Fever*
Difficulty breathing or shortness of breath
Chills
Muscle pain
Headache
Sore throat
New loss of taste or smell
Congestion or runny nose
Nausea or vomiting
Diarrhea

* a fever is a body temperature of 100.4 degrees Fahrenheit/38 degrees Celsius or higher.

These may change as the CDC modifies its symptoms list. The most current list of symptoms can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Note that a diagnosis of a coronavirus strain OTHER than COVID-19 is not a positive COVID-19 test and does not require quarantine. Any other strain is considered to be a common human coronavirus and not COVID-19.

<https://www.cdc.gov/coronavirus/general-information.html>

A. Every Smithfield facility will:

- Designate a room that can be used to isolate an individual with COVID-19 symptoms. If an isolation room is not designated, then individuals with COVID-19 symptoms must be sent home immediately.

- Designate a trained individual (the “Designated Individual”) for each shift.
 - If the location has a nurse onsite or in the area, the nurse will be the Designated Individual. If there is no nurse, the HR leader or that person’s designee will be the Designated Individual.
 - A Designated Individual must be present at all times when the facility is occupied.

B. If an Employee shows symptoms of COVID-19:

- **The Designated Individual will:**
 1. Supply the Employee with a mask to cover their nose and mouth (if no mask is available, provide tissues or cloth) and place the Employee in the designated isolation room alone. (Note: corporate and sales locations will send the Employee home instead of to the isolation room.)
 2. Provide the Employee with the COVID-19 Questionnaire to complete.
 3. Call with Employee from outside the isolation room to perform the Questionnaire Assessment.
 4. After the Employee has left the isolation room, ensure that the room is cleaned and disinfected.
- **Questionnaire Assessment:**
 1. Before completing the questionnaire, first confirm that the employee has not tested positive for COVID-19 in the past 3 months and met the return to work criteria in **Section F** and was returned to work. **Any employee who has previously tested positive and met the return to work criteria in Section F should not be taken through this protocol for 3 months from the date of the previous positive test.** The employee should be treated under normal HR protocols for an employee experiencing symptoms of an illness and should not be treated as a potential COVID-19 illness. In these cases, an employee would fall under normal absence, sickness and leave policies.
 2. If the employee has not tested positive in the previous 3 months as indicated in #1 above, review the Employee Questionnaire with the Employee.
 3. “Close Contact” is defined by the CDC as:
 - a. Being within approximately 6 feet (2 meters) of a person for 15 minutes or more over a 24 hour period. Close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area with a person with COVID-19; or
 - b. Direct contact with infectious secretions of a person with COVID-19 (for example, being coughed on).
 4. **An employee on the production floor who is within 6 feet of another employee is not considered to be in “close contact” if the employees are separated by a physical barrier and are wearing face masks and shields.**
 5. When asking about travel in the last 14 days, refer to the most up to date travel restrictions from the CDC website:
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>
 6. If ANY answer to a question on the Employee Questionnaire is YES, immediately:

- a. Send the Employee to test for COVID-19 and then instruct them to go home and quarantine. Advise the Employee that they are not to return to the facility for any reason until he or she meets the requirements in **Section F**. Ask the Employee if he or she is well enough to drive home or if we can help arrange for assistance or transportation.
- b. Ask the Employee to identify any other employee with whom they may have had “close contact” in the 2 days prior to the start of symptoms. Identify the Employee’s department/area/line and include anyone within 6 feet who they would have been face to face with or passed items to, while not wearing a face mask and face shield. Make sure to have them identify who they take breaks with, eat lunch with or if they carpool or live with another Smithfield employee.
- c. Encourage the Employee to seek a medical evaluation if they develop any severe symptoms such as: trouble breathing, persistent pain or pressure in chest, new confusion, inability to wake or stay awake, bluish lips or face.

C. If an Employee has been in close contact with a person who is confirmed to have COVID-19 within the last 14-days, first confirm if that contact was in the 2 days prior to the start of symptoms. If yes:

- The Designated Individual will ask the Employee if he or she is experiencing any COVID-19 symptoms:
 1. **If yes:** follow the steps in **Section B** of this protocol.
 2. **If no,** and the Employee has not tested positive for COVID-19 during the 3 months before the date of close contact, he or she should be sent for COVID-19 antigen testing. (If antigen testing is not available, the Employee should schedule a PCR test and quarantine until test results are received); If the Employee had a previous positive COVID-19 test during the 3 months before the date of close contact, that Employee does not need to quarantine or be tested.
Exception: if the person who tested positive lives with the Employee, is an intimate partner of the Employee, or is someone to whom the Employee has provided care in the last 14 days, AND the Employee has not had a previous positive COVID-19 test during the 3 months before the date of close contact, that employee should be sent for COVID-19 testing and told to go home quarantine until the PCR test results are received.
- If the Employee’s antigen test results are:
 1. **Positive:** schedule the Employee for a follow up PCR test to be performed within 2 days, provide an Employee Questionnaire to be completed over the phone, and instruct the Employee to self-isolate until the PCR tests are available.

2. **Negative:** schedule the Employee for a follow up PCR test to be performed within 2 days and instruct the Employee to return to work and follow the **Extra Precautions** listed below until 14-days have passed since the initial date of exposure.

Employees who live with, are an intimate partner of or who are providing care for someone that tested positive for COVID-19 should be strongly encouraged to take an antigen test daily where available for this 14 day period from the date the person they had exposure to tested positive. If antigen testing is not available, the employee should be strongly encouraged to take a PCR test every other day during this time period.

- If the Employee's PCR tests results are:

1. **Positive:** follow the steps in **Section E** of this protocol.
2. **Negative:** the Employee must return to work and should follow the **Extra Precautions** listed below until 14-days have passed since the initial date of exposure.

Extra Precautions are:

- a. **Screening:** Before beginning work (and before the Employee enters the facility where practicable) the Employee must report whether he or she is experiencing COVID-19 symptoms and submit to temperature screening. If there are no symptoms and no fever, the Employee may begin the workday.
- b. **Monitoring:** The Employee must self-monitor.
- c. **Wear a Mask:** The Employee must wear a face mask at all times while in the facility.
- d. **Social Distance:** The Employee should maintain 6 feet between other individuals as work duties permit in the workplace.
- e. **Disinfect and Clean:** The Employee's work areas will be cleaned routinely.

Employees who live with, are an intimate partner of or who are providing care for someone that tested positive for COVID-19 should be strongly encouraged to take an antigen test daily where available for this 14 day period from the date the person they had exposure to tested positive. If antigen testing is not available, the employee should be strongly encouraged to take a PCR test every other day during this time period.

- If an asymptomatic Employee later develops symptoms, follow the steps in **Section B** of this protocol.

D. If an Employee has been in close contact with a person who is currently being tested for COVID-19:

- The Designated Individual will ask the Employee if he or she is experiencing any COVID-19 symptoms:
 1. **If yes:** follow the steps in **Section B** of this protocol.
 2. **If no,** the Employee can continue to work and must follow the **Extra Precautions** listed in **Section C** until the person's test results are back.
Exception: if the person being tested lives with the Employee, is an intimate partner of the Employee, or is someone to whom the Employee has provided care in the last 14 days, AND the Employee has not had a previous positive COVID-19 test during the 3 months before the date of close contact, that employee should be sent for COVID-19 testing and told to go home quarantine until the test results are received. (Note that if the Employee had a previous positive COVID-19 test during the 3 months before the date of contact, that Employee does not need to quarantine or be tested.)
- If the person to whom the Employee was exposed gets tests results that are:
 1. **Positive:** follow the steps in **Section C** of this protocol.
 2. **Negative:** **Extra Precautions** may cease and the Employee can resume normal work protocols.

E. If an Employee tests positive for COVID-19:

- If the Employee had a previous positive COVID-19 test during the 3 months before the date of this test and previously returned to work under the criteria in **Section F**: The employee does not need to be quarantined and can immediately be returned to work.
- If the Employee is at home: Tell the Employee to quarantine for at least 10 days from the onset of symptoms or date of positive test if asymptomatic and not to return to the facility for any reason until he or she meets the requirements in **Section F**. Gather the information for the Employee Questionnaire via phone.
- If the Employee is at work: Isolate the Employee and immediately arrange for him or her to go home. Provide the Employee with the Employee Questionnaire and gather the information needed via phone after the Employee has left the facility. If the isolation room was utilized, ensure that the isolation room is cleaned and disinfected.
- In both instances: Ask the Employee to identify any other employee with whom they may have had close contact in the 2 days prior to the start of symptoms and while symptomatic. Identify the Employee's department/area/line and include anyone within 6 feet who they would have been face to face with or passed items to. Make sure to have them identify who they take breaks with, eat lunch with or if they carpool or live with another Smithfield employee.

- For all employees identified as having close contact with the Employee who tested positive, follow the steps in **Section B or C** as applicable.

F. Returning to work:

- If the Employee was quarantined for close contact with someone who was diagnosed with COVID-19, but has never had any symptoms of COVID-19: the Employee must return to work after receiving a negative test result and follow the **Extra Precautions** listed in **Section C** until 14 days have passed since the initial exposure.
- If the Employee was quarantined for symptoms of COVID-19 but was diagnosed with another condition: if the Employee has a release to return to work by a medical professional, the Employee must return to work consistent with the new diagnosis and release.
- If the Employee was quarantined for symptoms of COVID-19, receives a negative test result, and meets the **Return to Work Criteria** below, the Employee must return to work.
- If the Employee was isolated for symptoms of COVID-19, receives a negative test result, and **DOES NOT meet** the **Return to Work Criteria** below:
 1. An employee who is not experiencing a fever AND has shown an improvement in any respiratory related symptoms, must be sent for a second test. The second test needs to be done at least 24 hours after the initial test.

If the employee is experiencing symptoms other than a fever or respiratory symptoms (coughing, shortness of breath or difficulty breathing), this second test can be scheduled at the same time the first test is scheduled, as long as they are scheduled to be completed at least 24 hours apart. If the test results of both tests are NEGATIVE for COVID-19 the employee must return to work.
 2. An employee who is experiencing a fever should not have a second test scheduled until they have been fever free for 72 hours without the use of fever reducing medication AND they have also seen an improvement in any respiratory symptoms. If they meet the standard return to work criteria below at that time, a second test is not required.
- If the Employee continues to experience a fever, beyond the 14-day period, the Employee should seek treatment from a medical professional and provide documentation to support their continued need to be off work.

Return to Work Criteria

1. At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever reducing medications; *AND*
2. Improvement in other symptoms (e.g., cough, shortness of breath); *AND*
3. At least 10 days have passed since symptoms first appeared.

An employee who does not return to work upon meeting these above criteria will cease to receive quarantine pay the next business day after meeting the applicable return to work criteria.

Employees who continue to have significant lingering symptoms after 10 days have passed since the symptoms first appeared should follow up with a medical provider or be scheduled for an onsite health assessment where available.

G. Onsite Testing:

Smithfield is providing free testing to all employees who want to be tested even if they have no known exposure risks and currently are not experiencing symptoms. An asymptomatic Employee with no known close contact exposure is expected to continue working while awaiting test results. If the Employee has had close contact exposure, they should follow the in the steps in **Section C** of this protocol.

Definitions Used in this Guidance

Self-monitoring means people should monitor themselves for fever by taking their temperatures twice a day and remain alert for dry cough or difficulty breathing. If they feel feverish or develop measured fever, dry cough or difficulty breathing during the self-monitoring period, they should self-isolate, limit contact with others, and seek advice by telephone from a healthcare provider or their local health department to determine whether medical evaluation is needed.

Self-Isolation means the separation of a person or group of people known or reasonably believed to be *infected with a communicable disease and potentially infectious* from those who are not infected to prevent spread of the communicable disease, even in their home. Isolation for public health purposes may be voluntary or compelled by federal, state or local public health order.

Quarantine is used to keep someone *who might have been exposed to COVID-19* away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

Close contact is defined as:

a) being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting or sharing a healthcare waiting area or room with a COVID-19 case

– *or* –

b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)

Prolonged Period in general means a lengthy or extended period of time. In a work situation is means that you may have worked next to them, took your breaks with them, ate lunch with them, shared a ride to work or home with them, had a face-to-face conversation with them for 15 minutes or more over a 24 hour period, or have had physical contact with them.



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COVID-19 Employee Questionnaire

Updated: October 30, 2020

Employee Name

Employee ID

- Have you or someone living in your household recently returned from international travel within the past 14 days? **Yes** ____ **No** ____

If yes, which region(s)? _____

When did you return to the United States? _____

Note: Reference the [CDC website](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) for an up to date list of these regions.

- Are you currently experiencing any of the following symptoms? **Yes** ____ **No** ____
***Check all that apply**

Date started to first experience any symptoms: _____

Primary symptoms:

- ☐ Cough?
- ☐ Fever over 100.4 degrees Fahrenheit or higher?
- ☐ Difficulty breathing or shortness of breath?
- ☐ Chills?
- ☐ Muscle Pain?
- ☐ Headache?
- ☐ Sore throat?
- ☐ New loss of taste or smell?
- ☐ Congestion or runny nose?
- ☐ Nausea or vomiting?
- ☐ Diarrhea?

These may change as the CDC modifies its symptoms list. The most current list of symptoms can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

- Do you live with someone in the same household that has symptoms of COVID-19 or that has been diagnosed with COVID-19? **Yes** ____ **No** ____
 - a. If Yes, who is that person (relationship) _____, AND
 - b. What are the symptoms they are experiencing? _____
 - c. When did the symptoms start? _____
 - d. What was the date they were tested? _____

- Do you have a spouse/intimate partner that has symptoms of COVID-19 or that has been diagnosed with COVID-19? **Yes** ____ **No** ____
 - a. If YES, does that person live with you? **Yes** ____ **No** ____, AND
 - b. What are the symptoms they are experiencing? _____ AND
 - c. When did the symptoms start? _____ AND
 - d. What was the date they were tested? _____

-

- Have you been providing care to someone who has symptoms of COVID-19 or that has been diagnosed with COVID-19? **Yes** ____ **No** ____
 - a. If Yes, who is that person (relationship) _____, AND
 - b. What are the symptoms they are experiencing? _____ AND
 - c. When did the symptoms start? _____ AND
 - d. What was the date they were tested? _____

- Have you been in “close contact”, within 6 feet for a prolonged period* of time, of a person who has been diagnosed with COVID-19 in the last 14 days? **Yes** ____ **No** ____
 - a. If Yes, who is that person (relationship) _____, AND
 - b. What are the symptoms they are experiencing? _____ AND
 - c. When did the symptoms start? _____ AND
 - d. What was the date they were tested? _____

If you answered “Yes” to any of the above questions, list all employees with whom you have been in **close contact** for a **prolonged period** in the 2 days before the start of symptoms, or if you do not have symptoms, in the 2 days before testing. **Close contact** means being within approximately six feet of a coworker for a prolonged period of time. **Prolonged period** means greater than 15 minutes of face-to-face contact over a 24-hour period.

List all areas of the facility where you were present (for example: production floor, locker room, break areas, etc.) in the 2 days before the start of symptoms, or if you do not have symptoms, in the 2 days before testing:

Date last worked in the facility/office: _____

Date tested: _____ Date results received: _____

By signing below, you acknowledge that you have answered all questions completely and honestly to the best of your knowledge.

Employee ID#

Employee Phone Number

Emergency Contact

Emergency Contact Phone Number

Employee Signature

Date

Ask these additional screening questions of the EMPLOYEE
ONLY IF an EMPLOYEE Tests POSITIVE for COVID-19

1. What activities have you participated in that put you in close contact with other people within the last 14-days outside of work? (Examples: grocery store, restaurant, beauty salon/haircut, retail establishment, parks, beaches, place of worship, etc.)

2. Have you had any visitors to your home in the last 14-days? Provide details:

3. Have you visited anyone else's home in the last 14-days? Provide details:

4. Do you carpool or take public transportation to work? Provide details:

5. Has any member of your household returned from travel in the last 14-days? Provide details:

6. Are you living with or providing care to anyone who is currently being tested for COVID-19, has symptoms of COVID-19, or has been diagnosed with COVID-19 during the last 14 days? Provide details:

7. If you have children in your household, are any of them attending school or day care, or are they being cared for by someone who does not live in your home? Provide details:

8. Do you closely associate outside of work with anyone who is currently being tested for COVID-19, has symptoms of COVID-19, or has been diagnosed with COVID-19 within the last 14 days? Provide details:

9. Do you closely associate with anyone who works in a healthcare setting, as a first responder, or at a prison? Provide details:

10. Do you have a job other than at Smithfield? Provide details:

11. Do you engage in volunteer work? Provide details:

12. Have you had any close contact (for example, shared a meal, a cigarette, etc.) within the last 14 days with someone you have not already described in the answers above?



COVID-19 Temperature Screening Positive Screening Instructions

Updated: November 6, 2020

Smithfield has implemented these temporary measures to protect workers from exposure to COVID-19 according to applicable guidance from the CDC, OSHA, and other experts. These measures will be discontinued when determined to no longer be effective or necessary.

You have been flagged as having a fever during our Temperature Screening Process, you are being sent home and should remain on quarantine until you are able to meet the return to work protocols outlined below.

COVID-19 Symptoms are: fever ($>100.4^{\circ}\text{F}$), cough, shortness of breath or difficulty breathing, muscle pain, headache, sore throat, chills, new loss of taste or smell, congestion or runny nose, nausea or vomiting and diarrhea.

Return to Work Criteria:

1. At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever reducing medications; *AND*
2. Improvement in other symptoms (e.g., cough, shortness of breath); *AND*
3. At least 10 days have passed since symptoms first appeared.

If you are diagnosed with a condition other than COVID-19: Return to work consistent with the diagnosis and release by medical professional.

If you do not meet any of these return to work protocols, contact HR for instructions.

Quarantine Pay:

To receive Quarantine Pay, employees must:

1. Complete the attached COVID-19 Employee Questionnaire;
2. Contact HR as soon as possible within 24 hours of being sent home; and
3. Satisfy all requirements listed on the Quarantine Pay Guidelines, including testing.



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COVID-19 Employee Questionnaire

Updated: October 30, 2020

Employee Name

Employee ID

- Have you or someone living in your household recently returned from international travel within the past 14 days? **Yes** ____ **No** ____

If yes, which region(s)? _____

When did you return to the United States? _____

Note: Reference the [CDC website](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) for an up to date list of these regions.

- Are you currently experiencing any of the following symptoms? **Yes** ____ **No** ____
***Check all that apply**

Date started to first experience any symptoms: _____

Primary symptoms:

- ☐ Cough?
- ☐ Fever over 100.4 degrees Fahrenheit or higher?
- ☐ Difficulty breathing or shortness of breath?
- ☐ Chills?
- ☐ Muscle Pain?
- ☐ Headache?
- ☐ Sore throat?
- ☐ New loss of taste or smell?
- ☐ Congestion or runny nose?
- ☐ Nausea or vomiting?
- ☐ Diarrhea?

These may change as the CDC modifies its symptoms list. The most current list of symptoms can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

- Do you live with someone in the same household that has symptoms of COVID-19 or that has been diagnosed with COVID-19? **Yes** ____ **No** ____
 - a. If Yes, who is that person (relationship) _____, AND
 - b. What are the symptoms they are experiencing? _____
 - c. When did the symptoms start? _____
 - d. What was the date they were tested? _____

- Do you have a spouse/intimate partner that has symptoms of COVID-19 or that has been diagnosed with COVID-19? **Yes** ____ **No** ____
 - a. If YES, does that person live with you? **Yes** ____ **No** ____, AND
 - b. What are the symptoms they are experiencing? _____ AND
 - c. When did the symptoms start? _____ AND
 - d. What was the date they were tested? _____

-

- Have you been providing care to someone who has symptoms of COVID-19 or that has been diagnosed with COVID-19? **Yes** ____ **No** ____
 - a. If Yes, who is that person (relationship) _____, AND
 - b. What are the symptoms they are experiencing? _____ AND
 - c. When did the symptoms start? _____ AND
 - d. What was the date they were tested? _____

- Have you been in “close contact”, within 6 feet for a prolonged period* of time, of a person who has been diagnosed with COVID-19 in the last 14 days? **Yes** ____ **No** ____
 - a. If Yes, who is that person (relationship) _____, AND
 - b. What are the symptoms they are experiencing? _____ AND
 - c. When did the symptoms start? _____ AND
 - d. What was the date they were tested? _____

If you answered “Yes” to any of the above questions, list all employees with whom you have been in **close contact** for a **prolonged period** in the 2 days before the start of symptoms, or if you do not have symptoms, in the 2 days before testing. **Close contact** means being within approximately six feet of a coworker for a prolonged period of time. **Prolonged period** means greater than 15 minutes of face-to-face contact over a 24-hour period.

List all areas of the facility where you were present (for example: production floor, locker room, break areas, etc.) in the 2 days before the start of symptoms, or if you do not have symptoms, in the 2 days before testing:

Date last worked in the facility/office: _____

Date tested: _____ Date results received: _____

By signing below, you acknowledge that you have answered all questions completely and honestly to the best of your knowledge.

Employee ID#

Employee Phone Number

Emergency Contact

Emergency Contact Phone Number

Employee Signature

Date

10 things you can do to manage your COVID-19 symptoms at home

If you have possible or confirmed COVID-19:

1. **Stay home** from work and school. And stay away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.



2. **Monitor your symptoms** carefully. If your symptoms get worse, call your healthcare provider immediately.



3. **Get rest and stay hydrated.**



4. If you have a medical appointment, **call the healthcare provider** ahead of time and tell them that you have or may have COVID-19.



5. For medical emergencies, call 911 and **notify the dispatch personnel** that you have or may have COVID-19.



6. **Cover your cough and sneezes.**



7. **Wash your hands often** with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



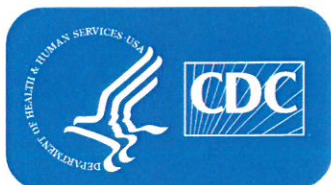
8. As much as possible, **stay** in a specific room and **away from other people** in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a facemask.



9. **Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding.



10. **Clean all surfaces** that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.



cdc.gov/coronavirus



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COVID-19 Carpooling Guidance

Updated: June 19, 2020

We urge our employees to avoid carpooling whenever possible. If you must carpool:

At All Times

- Wash your hands often with soap and water for at least 20 seconds.
- Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Cover your mouth and nose with a tissue when you cough or sneeze, then throw the tissue in the trash and wash your hands.

During Carpool

- Limit the number of people in the vehicle as much as possible.
- Have hand sanitizer available in the vehicle and have all passengers use it when they enter and exit the vehicle.
- Ask passengers to sit in the back.
- Allow as much space as possible between passengers.
- Drive with windows down if weather permits.
- Wear a mask covering nose and mouth.
- Avoid smoking and do not share cigarettes.
- Cover your mouth and nose with a tissue when you cough or sneeze, then throw the tissue in the trash and use hand sanitizer.

Regular Maintenance

- Clean and disinfect your vehicle as often as possible.
- Pay close attention to frequently touched surfaces such as steering wheels, gear shifters, door handles, seatbelts and radio controls.
- Use disinfectant that is pre-approved by the U.S. Environmental Protection Agency (EPA) for use against COVID-19 (diluted bleach or alcohol-based products that are at least 70% alcohol).
- Wear disposable gloves when cleaning. Use only once and properly dispose.

COVID-19 SYMPTOMS* INCLUDE FEVER, COUGH, DIFFICULTY BREATHING OR SHORTNESS OF BREATH, CHILLS, MUSCLE PAIN, HEADACHE, SORE THROAT, NEW LOSS OF TASTE OR SMELL, CONGESTION OR RUNNY NOSE, NAUSEA OR VOMITING OR DIARRHEA.

IF YOU EXHIBIT ANY OF THESE SYMPTOMS, PLEASE DO NOT REPORT TO WORK. NOTIFY YOUR LOCAL HR REPRESENTATIVE IMMEDIATELY TO SCHEDULE TESTING.

*This list may change as the CDC modifies its symptoms list. The most current list of symptoms can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>



COVID-19 On-Site Healthcare Personnel Policy

Updated: August 31, 2020

Smithfield has implemented these temporary measures to protect workers from exposure to COVID-19 according to applicable guidance from the CDC, OSHA, and other experts. These measures will be discontinued when determined to no longer be effective or necessary.

Preventative Measures & Return to Work Protocol

- On-site healthcare personnel should stay home if they are sick and experiencing ANY symptoms* related to COVID-19 such as cough, shortness of breath or difficulty breathing, fever (100.4 °F or higher), chills, muscle pain, sore throat, headache, new loss of taste or smell, congestion or runny nose, nausea or vomiting or diarrhea.

*These may change as the CDC modifies its symptoms list. The most current list of symptoms can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

- On-site healthcare personnel who stay home sick for symptoms related to COVID-19 should not return to work until:
 - At least 72 hours have passed since the resolution of any fever without the use of fever-reducing medication;
 - Improvement in respiratory symptoms; and
 - At least 10 days have passed since the first symptoms appeared.
 - An employee who is able to meet the first two criteria may return to work sooner than 10 days IF they have two negative COVID-19 tests results from samples taken at least 24 hours apart.

Role of On-Site Healthcare Personnel in COVID-19 Screening Process

In addition to the present role and responsibilities of on-site healthcare personnel in Smithfield facilities, under COVID-19 protocols and policies, on-site healthcare personnel will be properly trained on applicable COVID-19 Protocols and Policies and may be responsible for the following roles:

1. **Designated Individual Role:** On-site healthcare personnel may serve as the Designated Individual designated to manage workers showing signs of COVID-19.
2. **Temperature Screening and Secondary Screening Role:** On-site healthcare personnel may participate in conducting the temperature screening as set forth in the COVID-19 Temperature Screening Protocol. In the event a worker is subjected to secondary screening, on-site healthcare personnel may serve as secondary screeners.

Safety Protocol

1. Every facility will install physical barriers, including, where feasible, Plexiglass or plastic dividers, to shield the on-site healthcare personnel from those undergoing secondary

screening or are suspected or confirmed to have COVID-19. On-site healthcare personnel must remain behind such barriers to perform their duties when possible.

2. On-site healthcare personnel should observe “social distancing” by maintaining a distance of at least six feet from other individuals when possible. Use of personal protective equipment (“PPE”) and the existence of physical barriers are not a substitute for social distancing. Smithfield recognizes this is not always possible for on-site healthcare personnel, but should be attempted whenever feasible.
3. On-site healthcare personnel who will be exposed to suspected or confirmed COVID-19 patients, including all on-site healthcare personnel serving as the Designated Individual or during temperature screenings, including secondary screenings, must wear PPE while working, including a combination of a face shield or face mask covering their mouths and noses, gloves, a NIOSH-certified, disposable N95 filtering facepiece respirator (“respirator”) or equivalent (if available), and gowns.
 - a. PPE must be worn upon entry into the plant, or when given the PPE on site.
 - b. If a face shield is part of the PPE required, it will be cleaned (using soap and water, not alcohol-based sanitizers) by the on-site healthcare personnel at the start of the person’s shift.
 - c. Avoid touching the face shield, facemask, and respirator during the workday. If contact with the face shield, facemask, or respirator occurs, wash hands before returning to work.
 - d. Be careful not to touch eyes, nose, or mouth when applying and removing the face shield, facemask, and respirator. Immediately wash hands or use an approved sanitizer before and after removing the face shield, facemask, and respirator.
 - e. During break time, and other down time, face shield, facemask, and respirator should be carefully removed prior to eating/drinking. Hands should be washed or sanitized after removing face shield, facemask, and respirator.
4. On-site healthcare personnel wearing face shields will need to sanitize their face shields after each examination, including each secondary screening if applicable. On-site healthcare personnel should change gloves prior to each examination or screening of a new person.
 - a. If any part of PPE is missing, on-site healthcare personnel should report to facility management immediately. If there are any cracks or missing pieces in a face shield, on-site healthcare personnel must report this to their supervisor immediately as this could present a foreign material risk. If there are scratches on the surface that impede vision, on-site healthcare personnel must obtain a replacement shield. If a facemask or respirator has become wet, soiled, or contaminated, immediately report this to a supervisor, as it will need to be replaced.
 - b. At the end of shifts, all PPE will either be discarded, sanitized, or laundered, as appropriate. Face shields will be decontaminated at the end of each shift.
5. On-site healthcare personnel will be trained to avoid touching their faces, including their eyes, noses, and mouths, particularly until after they have thoroughly washed their hands when completing work and removing PPE.



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COVID-19 Visitor Restriction Policy

Updated: June 19, 2020

In response to government precautions concerning COVID-19, we have instituted the following Visitor Restriction Policy, effective immediately and until further notice:

COVID-19 Visitor Restriction Policy

All non-essential visitors will be prohibited from entering our facilities and farms. Other visitors will be restricted from entering our facilities and farms if they have returned from International travel within the past 14 days.

Refer to the [CDC website](https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html) (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>) for an up to date list of travel restrictions.

COVID-19 Visitor Questionnaire

In accordance with this Policy, please complete the below questionnaire.

- Have you returned from international travel within the past 14 days? **Yes** ____ **No** ____
- Are you experiencing COVID-19 related symptoms* such as cough, fever, difficulty breathing or shortness of breath, headache, sore throat, muscle pain, chills, new loss of taste or smell, congestion or runny nose, nausea or vomiting or diarrhea?
Yes ____ **No** ____
- Are you living with, providing care for or have you been in close contact* with someone with a confirmed diagnosis of COVID-19 or who is currently being tested for COVID-19?
(*close contact is defined as being within 6 feet (2 meters) for 10 minutes or more.)
Yes ____ **No** ____

*These may change as the CDC modifies its symptoms list. The most current list of symptoms can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

By signing below, you acknowledge that you have completely read and fully understand the Smithfield Foods COVID-19 Visitor Restriction Policy and have answered "No" to all of the above questions.

Visitor Signature

Visitor Printed Name

Date

OPERATING PROCEDURE**COVID-19 Touch Point Sanitizing Procedures**

Revision Level

3

Issue Date

I Background:

COVID-19 is a respiratory disease that was first detected in China and has now spread to several countries, including the United States. On January 31, 2020, Secretary of the Department of Health and Human Services Alex Azar declared the COVID-19 outbreak a public health emergency, which activates federal resources to respond to contain the spread of illness

Federal health authorities do not believe there is any risk of COVID-19 spreading through the food supply. However, these agencies have provided recommendations for businesses to avoid and mitigate risks of spreading the illness amongst employees.

II Resources:

- Cleaners and Sanitizers

III Frequency:

- Continuous. May be suspended if the threat of COVID-19 dissipates

IV Program Management - Accountability:

- Facility production employees, sanitation employees, janitors and their designee must ensure adequate cleaning and sanitizing of work areas, common touch points, equipment, and tools, in and around production areas and common areas
- All employees must follow all COVID-19 policies and procedures
- Facility management is responsible for verifying activities and corrective actions
- Employees are trained as appropriate when handling chemicals based on the facility chemical training program

V Offices and Welfare Areas Sanitizing Requirements:

- 1) Offices, front entrance hallways, welfare areas, locker rooms and break rooms will receive sanitizing of commonly touched areas during regular working hours. These common areas include, but are not limited to:
 - a) Microwaves used in break rooms
 - b) Door knobs/handles
 - c) Vending machine buttons
 - d) Handrails
 - e) Toilet flush handles
 - f) Sink faucet handles
 - g) Touch screens commonly shared
 - h) Locker room doors/handles
 - i) Light switches
 - j) Radios
- 2) Frequency of this sanitizing step should be:
 - a) Beginning of each shift
 - b) Every 2-3 hours during working hours
- 3) The welfare area floors will be mopped with a 600ppm or higher Quaternary ammonium sanitizer daily. If

Approved By:

Changes Made By: Pickett, Dawn

Page 1 of 4

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OPERATING PROCEDURE

Revision Level

3

COVID-19 Touch Point Sanitizing Procedures

Issue Date

Quaternary ammonium sanitizers cannot be used, the facility will work with corporate sanitation for an alternative.

- 4) Common welfare areas will be Misted or Fogged according to the area's availability, but no less than once a week. Outside welfare areas, such as tents, may be Misted or Fogged depending on the outside tent structure and discussion with the tent structure manufacturer.

- a) Chemicals used will follow directions from the manufacture label.

1. If Pure is used, it will be misted without dilution at a rate of 1 Gal per 40,000 ft³

2. If Quaternary Ammonia is used, it will be fogged at 1,200ppm and a rate of 1 quart per 1,000 ft³

3. If vital Oxide is used, it will be fogged without dilution until surfaces are moist.

- b) If areas cannot be made available for Misting or Fogging, then they can be sanitized using a spray application. Chemical will be selected from the CDC list N: Disinfectants for use against SARS-CoV-2

- 5) Forms that may be used to document these tasks:

COVID - 19 Touch Point Janitorial

COVID-19 Touch Point Sanitizing checklist

- 6) Employees should always have access to sanitizer bottles or wipes for hands and surfaces

VI Production Floor additional cleaning and sanitizing requirements:

- 1) Each facility has well defined cleaning and sanitizing procedures that have been proven effective in cleaning the production floor to a microbiological level. Standard cleaning and sanitizing chemicals already in place at the facility are appropriate for use in the policy.

- a) In addition to the sanitation procedures already in place on production floors, the facility will include an acid-based cleaning or sanitizing to the chemical rotation once per week.

- b) The facility will also implement a dual sanitizing step prior to operations when full sanitation has occurred. For plants with wastewater systems please consult your environmental support prior to making changes to sanitizer types or quantity.

1. The first sanitizer will be applied at disinfectant level following the label directions.

- As a general rule, if using quat, use >450 ppm for 10 minutes. If using chlorine, use >1000 ppm. Approved Peroxyacetic Acid/Hydrogen Peroxide sanitizer, use 500ppm.

- Follow the EPA label for all chemicals.

2. The second sanitizer will be applied at no rinse level per label directions.

- If using quat, use <400 ppm. If using chlorine, use <200 ppm. These sanitizers are not required to be rinsed off equipment.

- c) All tools used on the production floor will be cleaned and sanitized prior to production starting and between uses by different workers.

- d) Employee segregation dividers have been erected, where appropriate in the facilities, and are included in the cleaning and sanitizing requirements.

- 2) Hand washing stations are strategically located in the production environment for employee use.

- a) Where hand washing stations are not available, hand sanitizing stations are provided.

- b) Sensitive equipment touched by employees will be sanitized between each production shift.

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OPERATING PROCEDURE**COVID-19 Touch Point Sanitizing Procedures**

Revision Level

3

Issue Date

- c) Physical barriers used for employee segregation will be sanitized between shifts.
- 3) Approximately 15-60 minute gaps in production will be implemented between each shift in which the plant can enhance social distancing requirements and perform additional sanitizing of touchpoints.
- 4) Common tools should be avoided if possible. If tools must be shared between employees, then they will be sanitized when transferred from one employee to another.
 - a) These include, but are not limited to, specialized maintenance tools, radio's, and hand held data entry devices.
 - b) The department office phones and keyboards will be sanitized each shift.
- 5) Work stations will be sanitized between use by different employees
- 6) Sanitizer stations are strategically located for frequent use by employees.
 - a) These stations can be either a dip or spray application
 - b) Sanitizers approved are as follows, contact corporate sanitation for additions to this list
 - 1. Gloved hand sanitizers with at least 60% alcohol
 - 2. Quaternary ammonium sanitizer at no rinse levels
 - c) Employees are encouraged to sanitize hands approximately every 30 minutes while at work
- The Plant Management Team will make periodic inspections of the production and common areas to ensure this work instruction is being properly implemented.

VIII Corrective Action:

- In the event the facility is notified of an employee who tested positive for COVID-19, the following cleaning procedures must be followed:
 - 1) If the work station(s) and touch points where the employee worked have not been cleaned and sanitized since the positive employee was last present, the work station(s) and touch points will undergo a sanitation using any of the approved sanitizers
 - Refer to Government Recommended Sanitizers for appropriate sanitizers and contact time
 - Refer to Smithfield Foods/CDC Sanitizer Plant Cross Reference Chart for Smithfield common sanitizer names and manufacturers that have been verified to be identical to CDC approved sanitizers.
 - Read instructions prior to use for proper concentration and wear gloves/appropriate PPE when handling.
 - 2) The employee's locker will undergo a deep clean that includes sanitizing any benches, door handles, sinks, other lockers and any other common contact sites in the area with an approved sanitizer.
 - 3) All other lockers in the relevant locker room will be wiped down with sanitizer.
 - 4) All department offices that the employee entered in the 2 days before the employee became symptomatic or was tested must have all common touch points (chairs, computers, keyboards, desks, counters, label machines, drawers, etc.) wiped down with an approved sanitizer.
 - 5) All cafeterias/break areas and designated smoking areas that the employee used in the 2 days before the employee became symptomatic or was tested will undergo cleaning and sanitizing of contact surfaces to include, but not limited to, touch screens, ATMs, tables, chairs, etc.
 - 6) Time clocks that the employee used will be wiped down with an approved sanitizer

IX Definitions, Resources and Support:

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Page 3 of 4

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OPERATING PROCEDURE**COVID-19 Touch Point Sanitizing Procedures**

Revision Level

3

Issue Date

- Fogging or Misting Sanitizer- Applying sanitizer through equipment designed to create a fog/mist that fills the room and settles on surfaces. This can be performed in welfare areas, in manufacturing facilities, maintenance shops, and offices.
- Spraying Sanitizer - Applying sanitizer through equipment, spray bottles or typical store bought garden pump sprayers designed to propel a fine chemical spray that settles on surfaces. This can be performed in welfare areas, in manufacturing facilities, maintenance shops, and offices.
- Flood sanitizing – Applying sanitizer through a hose that competingly saturates equipment, floors and walls with sanitizer. This can be performed in production facilities, typically at the end of a sanitation cycle.

- CDC Coronavirus Facts/Updates
- Smithfield Foods COVID-19 Information Intranet Page
- Government Recommended Sanitizers
- CDC list N: Disinfectants for use against SARS-CoV-2
- CDC Meat & Poultry Processing workers & Employers

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Page 4 of 4

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COVID-19 Orientation & Training Guidance

Updated: August 31, 2020

Smithfield has implemented these temporary measures to protect workers from exposure to COVID-19 according to applicable guidance from the CDC, OSHA, and other experts. These measures will be discontinued when determined to no longer be effective or necessary.

All new hires must go through an orientation to ensure that they are fully trained on all COVID-19 related protocols, processes and procedures, in addition to our normal onboarding materials, prior to being placed out in the facility in any capacity.

Before participants enter the training room, workstations should be set up with all training materials and all equipment should be sanitized. If equipment is used by multiple people during the training, it should be wiped down between users. Hand sanitizer should be provided at the entrance to the room.

Class sizes must be limited to ensure proper social distancing of 6 feet between employees.

Everyone participating in the orientation class, participants and trainers, must wear a face mask at all times.

Participants should avoid passing materials between one another and should avoid sharing any materials or tools such as pens, books or printouts.

To track participation, utilize online software or have the participant sign an individual form and avoid passing a sign in sheet around the room or using one pen for all to "sign in".

Prior to entering the facility, every new hire must submit to thermal screening and be screened for any potential COVID-19 symptoms.

Anyone exhibiting any of these symptoms must immediately be sent home and have their start date delayed until they are no longer experiencing any symptoms and can clear screening.



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COVID-19 Quarantine Pay Guidelines

Updated: October 19, 2020

Smithfield has implemented these temporary measures to protect workers from exposure to COVID-19 according to applicable guidance from the CDC, OSHA, and other experts. These measures will be discontinued when determined to no longer be effective or necessary.

Quarantine Pay

- Is equal to the employee's base rate of pay for 40 hours per week.
- Begins the day the employee is tested. Free, on-demand COVID-19 testing is available at all facilities.
- Ends the next business day after the employee meets the "return-to-work criteria" set forth in these guidelines or when 80 hours of pay is exhausted, whichever comes first.

Eligibility

To be eligible for quarantine pay, an employee must:

- Be placed on quarantine by the company or a medical provider as a result of COVID-19 symptoms or known potential exposure to COVID-19; AND
- Be tested for COVID-19 in accordance with Smithfield's protocols; AND
- Follow CDC quarantine guidelines to:
 - Stay home;
 - Separate themselves from others;
 - Monitor their health; and
 - Follow directions from their state or local health department.

Quarantine pay will immediately stop for any employee who fails to follow CDC quarantine guidelines. The employee may also be subject to discipline up to and including termination of employment and be required to pay back any quarantine pay for the time off work related to the violation.

An employee is not eligible for quarantine pay:

- While awaiting test results when there are no identified risk factors such as COVID-19 symptoms or known exposure to a person who has tested positive for COVID-19.
- If the quarantine is due to personal travel.
- If the employee does not follow Smithfield's COVID-19 testing requirements.
- If the employee does not follow all CDC quarantine guidelines.
- During the period starting the day after the employee meets the return to work criteria and ending 3 months from the employee's first positive COVID-19 test.

*Employees who have a health care provider recommending a quarantine period will not be eligible for quarantine pay or short-term disability when they meet the Smithfield guidelines to return to work.

Limitations

- Quarantine pay is limited to two (2) weeks/80 hours in aggregate, unless the employee tests positive for COVID-19.
- Unused time cannot be carried over, cashed out or used to cover leave for any other purpose other than COVID-19 quarantine, illness or diagnosis.
- If an employee tests positive for COVID-19, he or she will automatically qualify for up to an additional two (2) weeks/80 hours of quarantine pay, which:
 - Begins the day the employee is tested. Free, on-demand COVID-19 testing is available at all facilities.
 - Ends the next business day after the employee meets the “return-to-work criteria” set forth in these guidelines or when 80 hours of pay is exhausted, whichever comes first.

NOTE: An employee who tests positive for COVID-19 after previously testing positive and meeting the return to work criteria will not be eligible for any additional quarantine pay for a period starting the day after the employee meets the return to work criteria and ending 3 months from the date of the original positive test result.

Short Term Disability Leave

- Beyond the two (2) week/80-hour period, employees must file for short term disability to be paid.
- Waiting periods for short-term disability have been waived for COVID-19 related leaves.

COVID-19 Symptoms

- Employees with the following symptoms should not report to work and immediately contact Human Resources to schedule a COVID-19 test. They will be paid per our COVID-19 Quarantine Pay Guidelines.
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

Reference: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

Return-to-Work Criteria (asymptomatic, no COVID-19 diagnosis)

- If the employee was quarantined for close contact with someone who was diagnosed with COVID-19, but has remained asymptomatic, he or she must return to work after receiving a negative test result following the “extra precautions” listed below for 14 days from the date of initial exposure.
 - Screening: Before beginning work (and before the employee enters the facility where practicable) the employee must report whether he or she is experiencing COVID-19 symptoms and submit to temperature screening. If there are no symptoms and no fever, the employee may begin the workday.
 - Monitoring: The employee must self-monitor.
 - Wear a Mask: The employee must wear a face mask at all times while in the facility.
 - Social Distance: The employee should maintain six (6) feet between other individuals as work duties permit in the workplace.
 - Disinfect and Clean: The employee’s work areas will be cleaned routinely.

Note: Smithfield has adopted all of these “extra precautions” measures as outlined by the CDC as part of the standard requirements for all employees.

Return-to-Work Criteria At least three (3) days/72 hours have passed since recovery defined as resolution of fever without the use of fever reducing medications; AND

- Improvement in other symptoms (e.g., cough, shortness of breath); AND
- At least ten (10) days have passed since symptoms first appeared.

POLICY DOCUMENT

05-GMP for Personnel

Revision Level

7

Issue Date

Fri 5/1/2020

I Purpose

- GMP's are established to ensure that sanitary work environments and processing systems are implemented and maintained at all times. This helps to ensure the safety and quality of our products, prevent food-borne pathogen contamination, and protects the interests of Smithfield Foods, its clients, and its end-user customers. GMP's are mandatory for all employees, visitors, vendors, and others who may come on site, as set forth in this document. These are the minimum requirements for Smithfield Foods plants.

II Scope:

- All Smithfield facilities, Smithfield Managers and Employees; Corporate Managers; and FS-QA Departments.

III Policy Details:

- 1) Upon entry to the facility, in preparation for production work:
 - a) Employees must maintain adequate personal cleanliness.
 - b) Clothing must be clean and must not contribute to the contamination of food, food contact surfaces or food packaging materials.
 - c) No false nails, tips, acrylic nails, finger nail polish or false eyelashes are allowed.
- 2) While at work:
 - a) Minor cuts or abrasions on exposed parts of the body shall be covered with a colored bandage containing a metal strip or an alternative suitable waterproof and colored dressing.
 - b) No jewelry or wristwatches of any kind are permitted in production areas. The only exception is that medical necklaces or medical bracelets are permitted.
 - c) Visible facial hair must be covered by a hairnet and mustache/beard net.
 - d) Hair must be restrained to be completely covered by a hair net.
 - e) Bump caps and connected face shields, safety glasses and ear protection (Personal Protective Equipment (PPE)) must be kept in a clean and sanitary condition but may be taken home. The plant shall develop a one-for-one replacement policy for these items that can potentially create a foreign material hazard in products during manufacturing.
 - f) Approved frocks or company uniforms must be worn when working in exposed product areas. Frocks must be fastened always while working with product. Frocks must be stored in designated areas when leaving production areas. If a frock becomes insanitary, or excessively frayed, a new clean, in

good condition, frock shall be obtained. Blood is expected on the clothing worn on the harvest floor and does not make the garment unusable in that environment.

- g) Ready-to-Eat (RTE) footwear must be made of non-porous material, cleanable, and sanitizable. Footwear used in other non-RTE areas of a facility must be cleanable but can be made of other water-resistant materials. It is best practice for non-RTE and RTE footwear to remain on company property. If footwear does remain on premises and stored in lockers, it is recommended that it be cleaned before placing in the locker. If footwear can be worn home, a method to clean and sanitize the footwear before entering production areas must be put in place. This should include a boot scrubber.
- h) Employee Clean Rooms shall supply a method to physically remove gross contamination from footwear. All employees entering the RTE room must pass through a footwear sanitizing application. Boot scrubbers, fixed brushes, and/or mechanical scrubbers are highly recommended.
- i) Hand washing procedures must be followed by everyone always.
 - (1) All employees must wash hands with soap and water:
 - (a) Prior to reporting to their food handling or processing area work stations in RTE areas,
 - (b) After using the restroom, and
 - (c) After smoking, eating or drinking
- j) All hand air blow dryers in all areas of our plants must be replaced with paper towels to dry hands. This includes locker rooms, break rooms, all welfare areas, and production areas.
- k) Plastic sleeves, aprons, and gloves are required for handlers of exposed product in RTE areas. These items will be furnished by the company and made available for putting on as part of the RTE entering process (i.e. available pre or immediately post RTE area entrance). After handling non-food contact items and before returning to work with food or food contact sites, food handlers must change their affected plastic wear or spray/dip their affected plastic in sanitizer.
- l) All tools (including all types of knives) in the RTE areas must be cleaned and sanitized prior to entry into RTE. RTE tools may not be used in the raw area of the facility. Any deviations to this will be handled per individual plant procedures. These items are to remain on company property. The plant shall develop a one-for-one replacement policy for items that can potentially create a foreign material hazard in products during manufacturing.
- m) Tools used in non-RTE areas (including all types of knives) may not be used on the RTE side of a facility. These items are to remain on company property. The plant shall develop a one-for-one replacement policy for items that can potentially create a foreign material hazard in products during manufacturing.

- n) Shared tools must be sanitized before and after use.
- o) Follow plant-specific employee transfer procedures between departments and lines.
- p) Any employee that becomes ill while at work, must report this to his/her supervisor.
- q) Any employee that receives a cut, scratch, or other injury that is bleeding, must notify his/her supervisor immediately.
- r) Employees must sneeze or cough by turning away from the line and sneezing or coughing into the bend of his/her arm.
- s) Nothing is allowed in the mouth while in the production and storage areas, including cough drops, lozenges, mints, toothpicks, gum, tobacco, etc.
- t) Nothing can be carried in an exterior pocket above the waist.
- u) Spitting is not allowed in production areas.
- v) Consumption of personal food in the production areas is not allowed.
- w) Tools, utensils, pens, clipboards, etc. are not allowed to be placed or stored above exposed product.
- x) Any observed pests must be immediately reported to a supervisor. Employees are not to tamper, move or alter pest control devices.
- y) All employees must take any other necessary precautions to protect against contamination of food, food contact surfaces, or food packaging materials.

IV Related Policies:

- N/A

V Responsibility and Authority:

- Smithfield Managers and Employees are responsible for Implementation of Smithfield Policies.
- Corporate, Plant Management, and Plant FS-QA to verify compliance.

VI Definitions:

- N/A

VII Exceptions

- Any deviations to this policy must be approved by corporate Food Safety Manager.

VIII Reassessment

- If this program has failed to properly control product, process or facility as intended, the Policy will undergo a documented reassessment by Corporate Food Safety.
- It is intended that this policy will be reviewed on a periodic basis to ensure it is relevant and current with on-going practices. This document will be updated, and changes documented.

IX References

- N/A

Background: The Centers for Disease Control (CDC) has recommended people wear cloth face coverings during the COVID19 pandemic to help mitigate the spread of respiratory diseases. Smithfield is requiring face coverings of all employees as soon as possible, effective until it is determined that the threat of COVID19 is over.

In order to properly protect employees, the best way to execute this policy is to ensure employees wear a face shield and a face mask. If wearing both is not feasible, a face mask with approved safety glasses is the next best option. A shield, on its own, is then the next best option. Plant management will evaluate each position to determine which option is best for individual jobs.

Procedure for Wearing All Face Coverings / Masks:

1. Masks must:
 - a. fit snugly and comfortably against the side of the face and be secured.
 - b. be kept clean, dry and in sanitary condition.
 - c. Must cover nose and mouth completely.
2. Masks must be applied upon entry into the plant or when the mask is distributed to the employee.
Mask distribution should be done so with proper PPE.
3. Depending on mask style, they may be required to be covered with the balaclava style hair net or with a beard net in production areas. If a face shield is being used, covering the face mask with a hair net is not necessary. Facial hair must always be covered with a net if not adequately covered by the mask.
4. Avoid touching the mask during production. If contact with mask occurs, wash hands or change gloves before returning to work.
5. Individuals should be careful not to touch their eyes, nose, and mouth when applying/removing their face mask.
 - a. Front and back of mask could be contaminated — DO NOT TOUCH! Handle only the ties/straps that keep the mask secure.
 - b. Immediately wash your hands or use an approved sanitizer before and after removing the mask.

6. If any parts of the mask are missing, this should be reported to management immediately.
7. During break time and other down time:
 - a. face masks should be carefully (as described in point 5 above) removed prior to eating/drinking.
 - b. wash or sanitize hands after removing the mask.
 - c. used masks may be stored in designated areas while at break.
8. Use of masks is not a substitute for social distancing. It is still important to keep at least 6 feet away from other persons if possible. Smithfield recognizes this is not always possible, but should be attempted when feasible.
9. Masks are to be worn by contractors and visitors to the site. They are not to bring facial covering PPE from another site.
10. In plant offices where social distancing (keeping 6' away from another person) is possible, masks may be removed. However, whenever employees are walking around manufacturing facilities or in common areas where 6' of social distancing cannot be maintained, employees must wear masks. Employees must wear masks in production areas at all times.

Company Provided Disposable Masks

1. Disposable masks will be provided by the company.
2. Masks will be new at the start of the shift and disposed at the end of the shift.
3. Masks should be put on as early as possible when entering facility, ideally before temperature taking.
4. Masks that need replaced will be a one-to-one exchange. In instances of loss, theft, destruction of masks, or whenever one-to-one exchange is not possible, Smithfield will provide a replacement mask. Employees supplying the exchanged mask are not to touch the used mask and the disposable mask must be thrown into an appropriate trash receptacle.
5. All plants providing masks for their employees will also provide them for USDA inspectors. USDA inspectors are expected to follow plant rules for wearing masks and will not bring in a mask from another facility.

Face Shields

1. Face shields will be provided by the company. See Worker Safety and Food Safety Decision tree to determine if Face Shields should not be worn.
2. Each face shield will be cleaned using plant-approved methods by the employee upon the start of the employee's shift.
3. Face shields shall be identified with the employee's ID number or name, or be attached to the employee's helmet.
4. Face shields will be sanitized with non-alcohol-based sanitizers throughout the day, when necessary, and when dirty.
5. Certain areas of a plant may not be suitable for face shield use. Plant management will evaluate those areas and face shield use on a case by case basis. For example, if condensation is developing on a face shield in a certain area of a plant that is potentially dripping into product, alternative options like social distancing or separators will be used.
6. If there are any cracks or missing pieces, employees must report this to their supervisor immediately as this could present a foreign material risk. If there are scratches on the surface that impede vision, employees must obtain a replacement shield.
7. Replacement shields will be given as a one-to-one exchange. In instances of loss, theft, destruction of face shields, or whenever one-to-one exchange is not possible, Smithfield will provide a replacement face shield.

****Cloth face coverings are ONLY permitted in distribution centers, DSD or corporate offices ****

From - Home Cloth Face Coverings/Masks

1. From - Home Cloth masks should:
 - a. include multiple layers of fabric but allow for breathing without restriction,
 - b. be able to be hand or machine washed daily,
 - i. washing should include hot water and soap.

Changes Made By: DeWitt, Beth

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Approved By: Dorsa, Warren, Pickett, Dawn

* Denotes Changes

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-
- c. be kept clean and dry.
 - d. Not contain glitter, ornaments, sequins, beads, or other decorative items that could cause potential foreign material risks.
 - e. Masks brought from home are considered personal outerwear. Thus, the mask should be covered by a balaclava or beard net in production areas.

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Arnold Enhanced Sanitation/Communication Activities

- Thermal imaging for every employee that enters the facility to ensure they do not have a fever.
- Increased touch point sanitation around the facility. All departments are managing sanitizing key common touch areas multiple times a shift.
- Janitorial staff and COVID monitors perform touch point sanitation and ensure all staff are following proper PPE and Social Distancing measures around the facility. Janitors and monitors are on all three shifts.
- Increased hand sanitization around facility, entryways and hallways. We have 25 locations around the plant.
- Increased signage in the facility to remind people to wash hands, sanitize hands and to practice social distancing.
- Maximum Occupancy signs are placed throughout the plant in key gathering areas such as break rooms, training rooms and conference rooms.
- We have posted reminders and instructional guides and put the information on our break room monitors to ensure the message has been heard.
- We have increased the distance between employees on lines where space allows for it. Plexiglass dividers being used on line 3 retail packing area.
- New individual desks and chairs have been installed in lunchrooms, break areas, and smoking areas. Each unit (1 desk and 1 chair) is spaced at least 6 feet from other units to maintain social distancing while eating lunch or breaking.
- Asked employees to maintain social distance in lunchrooms. Employees can eat meals in cars or offices to reduce the amount of people in cafeteria. We have a training trailer and have installed an outdoor tent with individual desks and chairs distanced 6 feet or more from one another to encourage breaking or eating lunch outside instead of inside.
- Employees are provided with one (1) mask each day at the temperature taking station. Employees must wear the masks provided to them by the company on site and are not allowed to bring in outside masks. Employees are provided with a replacement mask where their mask is damaged, soiled, or wet.
- Full face and head style hair net to cover head and face, including the mouth and nose available.
- We increased the strength of caustic acid used in the sanitation of the production rooms for equipment and work stations during sanitation.
- We are using Clorox 200 ppm solution as an added sanitizer in production rooms on processing equipment and work stations as well as common areas in the plant.
- We are using fog in production areas with a hard surface sanitizer to give a blanket of protection on equipment, air handling units, and work stations.
- We will be continuing targeting fogging and misting of welfare areas in the plant each weekend.
- Contractors or 3rd parties are not allowed to enter the facility without proper approval.
- We have eliminated the sharing of two-way radios.
- We are sanitizing department phones and computers daily.
- Smithfield has started a Beekeeper app to give all employees access to additional and up to date information on the COVID-19 and other company news.
- Face shields are stocked at the facility and employees are required to wear them on the floor at all times unless deemed a safety hazard in relation to their job.
- We have approximately 2,000 disposable masks on-hand with the ability to order more as needed.
- Shift start times have been staggered to reduce crowding at timeclocks, in the locker rooms, and at the temperature taking station.



Smithfield Foods - COVID-19 Policy/Protocols:

The Company will be following the below protocols as it relates to COVID-19:

COVID-19 High Risk Leave Policy

Updated: July 10, 2020

The Health and Safety of our Employees Is Paramount

Smithfield's policy is to offer a paid leave benefit for any employee who is at higher risk for serious complications from COVID-19 infection (as defined by CDC guidelines), and meets the other requirements set forth in this policy.

According to the CDC, individuals with certain underlying health conditions are at increased risk of severe illness from COVID-19.

The CDC identifies people of any age with any of the following conditions as being at higher risk for serious complications from COVID-19 infection: type 2 diabetes mellitus, serious heart conditions such as heart failure, coronary artery disease or cardiomyopathies, chronic obstructive pulmonary disease, chronic kidney disease, severe obesity (body mass index of 30 or higher), sickle cell disease or compromised immune systems from solid organ transplant. Individuals aged 65 and older are also identified by the CDC as being at a higher risk.

Smithfield has expanded this benefit to include anyone age 60 and older to allow our employees to carefully consider their individual facts and circumstances and provide them the ability to make their own determination regarding whether they may be at a particularized risk.

Any employee who believes they fall within these guidelines is urged to contact Human Resources to discuss this benefit. Employees requesting leave will be required to provide medical documentation that indicates the condition they are requesting leave for.

This policy is in effect through July 31, 2020 and may be extended, in the Company's discretion.

CDC Handout: What you can do if You are at Higher Risk of Severe Illness from COVID-19