

Summary of Citterio USA COVID-19 Policy/Protocols:

Following discussions with Kathleen Halterman, Human Resources Director for Citterio USA, the Company will be following the below protocols as it relates to COVID-19:

Quarantine: If an employee is directed to quarantine at the direction of their health care provider or other official agency, they will not be compensated by Citterio USA unless they choose to use their own accrued vacation or personal time. The employee can apply for short term disability (“STD”), however, that decision will be up to the 1776 & Participating Employers Health Fund Office “...if they are classifying this as a qualifying event.” Citterio USA is also waiting on directives from the Federal Government on the employer’s role in any assistance packages that are or may be in the works.

Childcare: If an employee expresses concern, the Company will accommodate their need to use personal or vacation time. Citterio USA is also willing to review the options of a limited work schedule or shift change if that is possible for the impacted employee. “We are attempting to work with the employees to meet their needs as well as meet the needs of our customers.”

Attendance: Citterio USA is monitoring the time and attendance policy closely, making sure they are reviewing each case individually to ensure the employees needs are met and to protect the Company from unwarranted abuse from those taking advantage of the matter(s) at hand.

The Company stated they are committed to continuing dialogue as any matter(s) arise and the environment/circumstances change.

March 19 2020

BREAK TIMES CHANGES DUE TO THE CORONAVIRUS

The department you are working in will determine what time you take both your lunch break and the 2 other breaks. If you switch departments for the day, you will break with whatever department you are working in that day. The reason for the separate breaks is to try to minimize contact with the number of employees you contact.

<u>Packaging</u>		<u>Slicing 1</u>	<u>Slicing 2</u>
First Break	8:40-8:55	9:00-9:15	9:20-9:35
Lunch	11:05-11:35	11:40-12:10	12:15-12:45
Second Break	1:10-1:25	1:30-1:45	1:50-2:05

<u>Manufacturing</u>		<u>Rostello</u>	<u>Specialty</u>
First Break	8:45-9:00	9:05-9:20	9:25-9:40
Lunch	11:10-11:40	11:45-12:15	12:20-12:50
Second Break	1:15-1:30	1:35-1:50	1:55-2:10

<u>Second Shift Slicing 1</u>		<u>Slicing 2</u>
First Break	4:20-4:35	4:40-4:55
Lunch	6:30-7:00	7:05-7:35
Second Break	8:50-9:05	9:10-9:25