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### **Union Frequently Asked Questions:**

**Q: Will the attendance policy be enforced?**

**A:** Smithfield's attendance policies have been relaxed to accommodate absences directly related to COVID-19. Anyone placed on a quarantine or anyone currently under a physician's care for a diagnosis of COVID-19 will automatically have points removed for the absences.

Employees may also submit to HR a written request (including justification for the request) for other absences from work related to COVID-19 and ask that they be reviewed and removed.

All locations will relax policies to these standards through April 30, 2020 and this will be re-evaluated at that time to determine if the standard should be continued.

**Q: If an employee can't come to work because of childcare will they receive pay?**

**A:** Only if they utilize paid time off to cover the time off work. Plants are relaxing attendance policies surrounding this need. (see above)

**Q: If an employee has been diagnosed with COVID-19 will they be paid during the recovery period?**

**A:** Once an employee is diagnosed with COVID-19, they will fall under sick pay or short-term disability guidelines for the facility. Smithfield is waiving the waiting period for all Short-Term Disability periods related to a diagnosis of COVID-19.

**Q: If an employee has been exposed to COVID-19 will they be paid during the quarantine period?**

**A:** Smithfield is following CDC Guidelines to determine if the exposure requires an employee to be placed on a quarantine. 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, that 14-day quarantine period will be paid.

If the employee chooses to take personal international travel at this time, they are being advised that they will be placed on an unpaid 14-day quarantine upon returning to the United States. Currently the CDC has issued a Global Outbreak Level 2 advisory for all countries. As of today, Smithfield is not applying a quarantine period for any domestic travel.

**Q: Will the health insurance offered cover all costs associated with COVID**

**A:** Smithfield is making the following adjustments to our health care plans in relation to 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 April 30, 2020.
- Where available, waiving the waiting period for Short-Term Disability benefits for those diagnosed with COVID-19.
- Relaxing refill limits for 30-day prescriptions of maintenance medication.

**Q: Will the plants continue to hire throughout the pandemic?**

**A:** Yes, Smithfield will continue to fill open positions at our production facilities.

**Q: Will employee be able to take a leave of absences to take care of a family member?**

**A:** If the employee has a family member that meets the FMLA guidelines for dependent care and they have FMLA available, they should submit that request for leave.

**Q: If the company shuts down because of the COVID-19 virus how will employees be compensated, pay, insurance?**

**A:** While we don't anticipate a shut down since food manufacturing is an essential business, if we are mandated to shut down, we will evaluate the impact of that decision at the time it occurs and based upon the length of the anticipated layoff. At this time, we anticipate we would follow the layoff language outlined in the union contract.

**Q: How are the plants going to follow the CDC recommendation of not gathering in groups of 50 or more?**

**A:** The company is continuing to explore ways to encourage social distancing in our common areas.

1. We are actively encouraging employees to follow preventative measures outlined by the CDC.

Postings have been put up at our locations reminding employees of these preventative measures, with pictures to demonstrate such things as proper hand washing protocols.

According to the CDC, the best way to prevent illness is to avoid being exposed to this virus.

The CDC always recommends everyday preventive actions to help prevent the spread of respiratory diseases, including:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.

These everyday habits that can help prevent the spread of several viruses. For information about handwashing, see [CDC's Handwashing](#) website.

2. We have restricted visitors to the plant to only those that are essential to the operation of our business and any visitor must comply with our Visitor Policy:

**What is our visitors' policy?**

Visitors are restricted from entering our offices, facilities and farms if they have returned from "Level 3, Avoid Nonessential Travel" or "Level 2, Practice Enhanced Precautions" regions as determined by the United States Centers for Disease Control and Prevention (CDC) within the past 14 days.

[See 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.](#)

3. We have implemented enhanced sanitation procedures and increased the frequency that we clean all common areas and high touch point surfaces.

(see attached enhanced sanitation protocols)

As a food manufacturer we already:

- We ensure that every employee involved in the handling, preparing, processing and transporting of our food products utilizes appropriate food safety and personal hygiene procedures at all times. This includes frequent hygienic handwashing and sanitization.
- We routinely employ personal protective equipment, such as aprons, beard covers, coveralls, face masks/shields, gloves, hair nets, safety eyeglasses/goggles, sleeve, shoe and boot covers, and smocks throughout our facilities. If additional PPE is required, we will follow all regulatory guidelines.

<b>All Facilities</b>	<b>COVID-19 Touch Point Sanitizing Procedures</b>	<b>Page 1 of 1</b>
	<b>Printed Copy Not Controlled</b>	

Person Responsible: Facility Janitor(s) or designee is responsible to ensure adequate sanitizing of common touch points in and around production areas and common areas.

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

Resources: Janitorial supplies, Sanitizer

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.

**Procedure:**

- 1) Commonly touched areas will be regularly cleaned and sanitized 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
- 2) Frequency of this sanitizing step should be:
  - a. Beginning of shift
  - b. Every 2-3 hours during the day
- 3) Employees should always have access to sanitizer bottles and/or wipes for hands and surfaces.

Monitoring: The Plant Management Team will make periodic inspections of the production and common areas to ensure this work instruction is being properly implemented.

Prepared by: Beth DeWitt	
Approved by: Dawn Pickett	Issue Date: 03/11/20



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Colleen McConnaughey  
Manager, Human Resources

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Arnold, PA 15068

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March 9, 2020

Mr. Anthony Helfer  
Western Division Director, Recorder  
UFCW 1776KS  
345 Southpointe Blvd  
Suite 300  
Canonsburg, PA 15317

Dear Tony:

In light of the recent outbreak of COVID-19 in multiple countries, Smithfield Foods is taking proactive measures to limit the risk of exposure to our employees and consumers. The purpose of this letter is to notify you of these changes.

For extended vacation and leave of absence requests, we will now be asking all employees if they are planning to travel to a location where the CDC has issued a Level 3 Travel Warning or a Level 2 Alert. We encourage employees not to travel to these locations until the advisory is lifted.

Current Countries under a Level 3 Warning –

- Mainland China
- South Korea
- Iran
- Northern Italy

Current Countries under a Level 2 Alert –

- Japan

If an employee chooses to travel to one of these countries, they will not be allowed on company property and will not be allowed to return to work for a minimum of 14 after returning to the U.S. In order to return to work, the employee will be required to see a physician after the 14-day period has expired and provide the company with a full medical release. This 14-day period will be unpaid and the employee must sign an acknowledgement before the leave will be approved. A copy of this acknowledgment is attached.

Please let me know if you have any questions.

Sincerely,

Colleen F. McConnaughey  
Manager, Human Resources

Attachment: As stated

cc: Lance Huber, Assistant Director Western Division  
Richie Lenhart, Business Representative

## EMPLOYEE ACKNOWLEDGMENT OF TRAVEL RISK AND RETURN TO WORK DELAY

You have requested vacation for the purposes of traveling to \_\_\_\_\_.

Please be advised that this country is currently under a Travel Advisory Warning and you are strongly discouraged from traveling to this country at this time. You have been given a copy of the Travel Advisory from the Centers for Disease Control and Prevention website and have been advised of the risks of traveling to this country.

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

Your vacation time will only be approved if you acknowledge and agree to the following limitations upon your return to the United States. The company retains the right to deny your vacation request.

1. Upon your return to the U.S., you will be required to undergo a self-quarantine period of a minimum of 14 days from the date you return to the U.S.
2. During your quarantine period:
  - a. You will not be permitted to return to work.
  - b. You will not be permitted on company property.
  - c. You will not be paid.
3. In order to return to work, you must see a physician no sooner than 14 days from the date you return to the United States and provide medical certification documenting that you are symptom free, this documentation must also include a release to return to work. If you are symptom free at 14 days, you will be expected to see a physician and return to work within 5 business days from the 14th day of your return to the U.S. in order to maintain employment.

### Acknowledgment

I \_\_\_\_\_ have read and agree to the terms stated above. Upon my return to the United States, I will call the Human Resources department and notify them of my return date. I will not attempt to return to the facility until I am symptom free or cleared by a physician, but no sooner than 14 days after my return to the United States. I understand that this time off work will be unpaid.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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March 3, 2020

Dear Valued Customer:

At Smithfield Foods, the health and safety of our employees and consumers is our top priority. With the recent spread of COVID-19, we wanted to share information about how we are managing the risks associated with this public health threat.

We ensure that every employee involved in the handling, preparing, processing and transporting of our food products utilizes appropriate food safety and personal hygiene procedures at all times. This includes frequent hygienic handwashing and sanitization. We routinely employ personal protective equipment, such as aprons, beard covers, coveralls, face masks/shields, gloves, hair nets, safety eyeglasses/goggles, sleeve, shoe and boot covers, and smocks throughout our facilities. As always, we continue to stress the importance of food safety and personal hygiene procedures with our employees.

Smithfield does not import any meat from China to the U.S. No Smithfield meat comes from animals raised, processed or packaged in China. All our U.S. products are made in one of our nearly 50 facilities across America.

Smithfield already has robust and extensive biosecurity measures in place at our facilities and farms. This includes ongoing stringent restrictions on facility and farm visits. Nonetheless, we have instituted the following COVID-19 Travel and Self-Quarantine Policies and Visitor Restrictions, effective February 28, 2020 and until further notice:

### **COVID-19 Travel Policy**

All travel should be deferred to any region for which the United States Centers for Disease Control and Prevention (CDC) has issued a “Level 3, Avoid Nonessential Travel” or “Level 2, Practice Enhanced Precautions” alert. If you are considering travel to other regions, please stay alert to developments that may affect your plans. Monitor travel advisories at the [CDC website](#) and be ready to adjust your plans if conditions change. We urge you to take a conservative approach to travel generally and use technology where possible in place of unnecessary international travel.

### **COVID-19 Self-Quarantine**

Employees who have returned from “Level 3, Avoid Nonessential Travel” or “Level 2, Practice Enhanced Precautions” regions (Mainland China, South Korea, Iran, Northern Italy or Japan) must self-quarantine for 14 days before returning to Smithfield facilities and farms.



## COVID-19 Visitor Restrictions

Visitors will be restricted from entering our facilities and farms if they have returned from “Level 3, Avoid Nonessential Travel” or “Level 2, Practice Enhanced Precautions” regions within the past 14 days.

We are closely monitoring the CDC for updates and are in contact with regulatory officials at the federal and state level to be able to quickly institute any additional health and safety processes and procedures that may be needed. As always, we will remain in close contact with you and invite you to please contact your sales representative with any questions.

Thank you,

A handwritten signature in black ink that reads "Keira Lombardo". The signature is written in a cursive, flowing style.

Keira Lombardo  
Executive Vice President, Corporate Affairs and Compliance  
Smithfield Foods, Inc.