



Monday March 23

Dear Manufacturing Employees,

The continued spread of coronavirus (COVID-19) is unprecedented in modern times. As has been the case from the beginning, the health and safety of all of our team members remains our top priority in decision-making and actions. We are monitoring the changing environment daily and have put in place more stringent operating procedures and safety protocols to help ensure your safety and wellbeing, and that of your families and everyone with whom we all interact. This is paramount. Our team members have always been the most important part of what makes Hershey a great and special company. We appreciate you and care deeply about you.

We know that COVID-19 is causing discomfort and anxiety for many. These are unique and uncertain times for all of us. We have heard from you:

- that many are worried about your own personal safety, and the safety of your family and loved ones.
- that many are worried about your emotional wellness given the stress and pressures that we are all under.
- that many are worried about financial security with the uncertain impacts this crisis will have on the broader economy.

These are all important concerns, and we would like to share with you how we are addressing these areas.

Personal Safety

Our plants continue to be safe places to work. We are following the guidance that the CDC has provided to businesses and employers for how to operate during this crisis and how to implement additional precautions to respond to the COVID-19 virus. We have put the following measures in place to ensure a continued safe working environment for all:

- We are encouraging all employees to wash their hands frequently. This is the most effective way to reduce exposure.

- We are requiring employees who are ill or display any COVID-19 symptoms to stay home.
- We are encouraging employees to cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
- We have significantly increased our sanitation in high use areas and touch points.
- We are encouraging social distancing, especially in areas like the cafeteria, time clocks and locker rooms. Employees should try to keep at least 6 ft between themselves and other employees to the greatest extent feasible.
 - We have stopped huddles in closed spaces for the near future. Team leaders will be providing updates and communications individually to team members. Communications also will be posted in the cafeteria and other areas of the plant.
 - We are limiting the number of employees in lunch and break rooms at a time.
 - We are discouraging congregation of groups over 10 employees.
 - We are implementing staggered shift start times to reduce large groups entering and leaving the facility at one time.
- We are enforcing Hershey's travel and visitor restrictions (which applies to all hourly, salaried, and temporary employees, as well as contractors and vendors on site).
- We recommend that everyone reconsider personal travel by any means in the upcoming weeks.

Emotional Wellness

Emotional wellness is an area that we take seriously, especially given the pressures of this crisis and how much information and opinions are circulating in the press and on social media. Many of us have feelings of fear or anxiety. We want all of us to feel comfortable and secure when we come to work. With that in mind, there are several measures that have been put in place:

- If a manufacturing employee is uncomfortable or reluctant to work as a result of COVID-19, they may choose to stay home unpaid, regardless of the reason. No absenteeism penalties will be incurred.
- We will work with any individual having trouble managing work with childcare as schools and daycares are shutdown. Please see your supervisor or HR if you have concerns about time off and child care.
- We have adjusted our time and attendance policies for issues associated with COVID-19. We will be working through this on a case-by-case basis. If you have any questions, please see your supervisor or HR.
- We have enhanced our benefit programs to support you during this time of uncertainty.
 - Teledoc fees have been waived
 - There will be no charge for COVID-19 test kits required by doctors
 - 90-Day prescription fills at retail have been approved
 - Free EAP visits have been increased from 5 to 10

Financial Security

We recognize that financial security is a concern area for many. As of today, the global financial markets are extremely volatile, and we may be facing levels of unemployment that are sharply different than in recent years. Many are concerned about the broader impacts that this crisis will have on the global economy and public good. We have put several measures in place to mitigate financial concerns for our employees during this time:

- Hourly and salaried Band 1 employees who have no ability to work remotely (i.e., Supervisors, QA Specialists, Maintenance, Warehousing, etc.) and choose to continue working during this time will receive a 20% bonus applied to straight time hours, effective March 23rd and for the next 4 weeks. This will be paid in a lump sum on a monthly basis.
- We have waived unpaid waiting periods for Short Term Disability effective March 24th.

The manufacturing industry is extremely important during uncertain times like these. For those of you who braved the stores recently, you saw what community anxiety can do to the food supply. Imagine the effect if all food manufacturing halted in the U.S. We are a critical part of the overall U.S. food supply chain. We do not take the decision to continue operations lightly. Continuing to run has a positive impact for us, the community and the country. Last Friday, the National Association of Manufacturers held a conference call where the panelists were Vice President Mike Pence (Chair of the White House Coronavirus Task Force), experts from the CDC (reinforcing their guidance for manufacturers), and Hershey (who participated to share our response measures with other companies). Vice President Pence emphasized the importance of continuing to operate this country's critical infrastructure, and specifically mentioned Health Services and companies in and around the production of food supplies and pharmaceuticals – consistent with President Trump's recently published Coronavirus Guidelines for America. The Vice President also complimented Hershey as a great company and noted our actions so far in this crisis.

Food companies play a critically important role in the crisis to help alleviate need and concern in our communities. Local, state and national governments have highlighted the importance of our food supply and asked that food retailers and manufacturers remain open during times of quarantine and mandated shutdowns of other businesses. Hershey is not only a food manufacturer, but also an important link in the broader food supply chain, particularly with farmers and other food raw material suppliers that rely on us. To that end, we have been pacing our Hershey operations with the demand from our consumers and customers to help maintain food security and supply. We are also looking at ways that our plants and supply chain can be part of the broader crisis solution and help America (and the world) thrive.

Hershey intends to continue production for as long as we can safely operate. We will continue to follow the guidance provided by the CDC and other health organizations. We would like to reward any employees who want to work during this time of need with the special 20% pay bonus as a recognition, described above. We will continue to monitor the situation and make adjustment accordingly.

Thank you very much for your perseverance and strength. You are all the heart of our great company, and we truly appreciate everything you do each day. Hershey has a long history of taking care of its employees, and this will continue to be true as we go forward. We will overcome this crisis by working together for the common good, and being there for each other.

Respectfully,

Jason Reiman, Chief Supply Chain Officer

Marc Rinaldi, Senior Director, Manufacturing

Tim Hinegardner, Senior Director, Manufacturing



Monday, March 23

Dear Hazleton Employees,

Many employees have reached out with questions about how we are addressing the unprecedented spread of the coronavirus (COVID-19). The below FAQ is meant to address your questions and concerns.

FAQ

1. Why is the plant still running?

First, I would like to say that it is a blessing that we are able to continue to work when many other Companies are not operating right now. We not only want to ensure that our employees have the opportunity to work, it's also taking a holistic picture of the entire economy. It's not just about our employees receiving a paycheck, it's about the farmers who supply the milk. The truck drivers who haul our ingredients and materials. It's about the vendors who supply our materials all the way through to the warehouse, distributors, and store employees who rely on us to make sure that they continue to receive a paycheck.

We, as well as other food manufacturers, have been specifically asked to continue to operate for the good of the nation and the economy. We have the responsibility to do so, while maintaining personal health, safety, and food safety standards. We recognize the challenges and are doing everything we can do to meet the needs of the value chain and our employees. We are working closely with the FDA, CDC, and other government agencies and are adhering to their recommendations. We are benchmarking our activities and policies with other food companies and also sharing best practices. Not only is our Executive team actively involved in working with other food companies, but we are also working with external consultants with expertise in this area. Though we may have competition, at this time, we are all working together for the good of the nation. This is something to be very proud of and should be considered an honor.

Our Plant is extremely important during uncertain times like these. For those of you who braved the stores recently, you saw what panic can do to the food supply. Imagine that panic if manufacturing halted in the US. We are a critical part of the overall US Supply Chain. We do not take the decision to run lightly. Continuing to run is positively impactful to us, our company, our community and our whole country.

The last comment I will make is **please don't feed the rumor mill**. That doesn't do anyone any good. Especially in high-anxiety situations. **We want to be as transparent as possible as we are a**

team and in this together. If you have a question, please ask. We will be happy to answer any question to the best of our ability.

2. What is the Plant Leadership doing to ensure our safety?

- The Leadership Teams takes this matter seriously and our crisis team is fully engaged and has been taking proactive precautionary measures to keep our employees and their families safe since news of the virus first broke in January.
- We have three levels of Crisis Management teams: The Executive Committee, VP/Sr. Directors, and the Plant Leadership Staff. Each team meets multiple times daily to review new or changing information and establishing appropriate plans for the business.
- We are actively reviewing and making decisions based on information provided by the World Health Organization and the Center for Disease Control (CDC), as well as benchmarking business best practices given the rapidly changing landscape.
- There are currently restrictions on business travel, visitors and large group meetings to minimize exposure risk.
- There also has been additional cleaning protocols established.
- As you know, we put in place a health declaration form for every employee, visitor and guest at Hazleton. ALL people entering the plant must complete the Declaration form.

3. What are you doing about employees who have returned after travel on vacation?

Employees are required to notify HR of planned travel prior to departure. Health Services is following up with those who have returned from planned vacations. Employees who choose to travel have the potential of a mandatory 14-day unpaid quarantine upon return.

4. What is the Plant doing with the information disclosed on the health form?

If an employee answers yes to any of the questions on the health declaration, they must follow up with Health Services and their doctor within 48 hours. They cannot return to work until they have been cleared to return by a doctor. All paperwork must be submitted to Health Services to be screened before the employee can return to work.

Additional cleaning precautions have been put into place. **Cleaning has been increased for commonly touched areas/items by adding an additional employee per shift (including weekends) for cleaning areas such as:**

- **Entrance turnstiles and doors**
- **Handrails**
- **Cafeteria/breakroom table surfaces, counters, chairs, etc.**
- **Restrooms/locker rooms/computer room door handles and fixtures**
- **Meeting room/team rooms tables, chairs, door handles**
- **Exterior of all lockers of quarantined and possible COVID employees**
- **All Scanners and Time Clocks**

We have also placed containers of Neutral Disinfectant Cleaner in nonproduction areas (café/breakroom/main office complex and truckers' lounges) for additional employee cleaning at their discretion.

In addition, the health declaration forms are being stored in accordance with the Company's policies on confidential health information records.

5. What are you doing about employees who have returned to work after being out sick?

On a daily basis, Health Services is following up with employees who call off sick to determine if they are at risk for exposing the plant to COVID-19. As a reminder, employees who are off sick for 3 days or more are required to provide a return to work note clearing them to return.

6. Has anyone tested positive for COVID-19 at Hazleton?

No. As of the printing of this FAQ, there has been no confirmed positive COVID-19 cases at Hazleton.

7. Will I be informed if someone does test positive and I have been exposed?

To protect our employees' privacy, we will not disclose the identity of an employee who tests positive. However, we will follow the guiding principles of the CDC and the World Health Organization for notifying those who may be exposed.

8. What should I be doing to ensure my safety and safety of my coworkers?

- **Wash your hands – BEFORE you start work, BEFORE and AFTER meals.** Remind your co-workers to wash their hands. We are currently performing hand washing audits throughout the plant.
- **Know the symptoms of COVID-19:** Fever, sore throat, coughing and shortness of breath.
- **If you experience symptoms while at work, notify your supervisor, Human Resources, Health Services or EHS Manager immediately.**
- **If you experience symptoms at home** and are scheduled to work, you should report off of work and contact Human Resources immediately.
- If you were **exposed to someone diagnosed or suspected of having COVID-19**, contact your supervisor, Human Resources or Health Services immediately.
- If you have **travel plans that involve leaving the US or traveling by air, rail or cruise ship**, you must contact Human Resources prior to your departure to discuss exposure risk and possible quarantine requirements.
- **Washing your hands** is mandatory in the manufacturing of food. It is the most effective mitigation for exposure and for cross-contamination. Please wash your hands often while at work and continue to practice good hygiene practices outside of work.
- **Please practice social distancing**, especially in more crowded areas like the cafeteria, time clocks and locker rooms. Try to keep at least 3 feet between yourself and another employee.

I have symptoms, what should I do?

If you're showing symptoms, such as fever and cough, the safest place to be—for you and for everyone else—is in your home. After contacting Health Services, to seek treatment, consider one of the following options:

1. Contact your primary care physician (PCP)
 - They can help you get a coronavirus test at the right location if they determine you need one and prescribe medications as well.
 - Our medical benefits provider, Highmark, will cover 100% the cost of any COVID-19 testing recommended by a medical professional.
 - No doctor? Call an urgent care center—they will advise you on whether you should come in and alternative ways of receiving care.
2. Utilize Teledoc
 - NEW: Effective March 23rd and for the next 90 days (until June 20, 2020), the cost of contacting a physician through Teledoc has been waived (\$0.00 cost).
 - This waiver applies to all TeleMedicine and virtual visits regardless of whether the visit is related to the diagnosis or treatment of COVID-19 (including General Medicine, Behavioral Health and TeleDermatology visits)
 - Please note that if you have not already registered with Teledoc you need to do so prior to using their services. Considering registering now, while you are not in a rush to use them!
3. In case of a medical emergency where seconds matter, call 911
 - In other words, if you have difficulty breathing or another emergency medical condition that is potentially life-threatening
 - If possible, call the ER in advance so they can prepare for your arrival and limit your exposure to others.

9. The schools and daycares are closed, and I am having trouble managing work. What should I do?

We will work with any individual having trouble managing work with childcare as schools and daycares are shutdown. Please see HR if you have concerns about time off and childcare. You can also contact our **EAP Provider at 1-888-454-6225.**

10. Are you going to pay the employees who are out because of COVID-19?

We will be adjusting our time and attendance policies for confirmed issues associated with COVID-19. The union and the Company are working together to minimize wage loss. We will be working through this on a case by case basis. If you have any questions that pertain to your individual situation, please see HR.

11. Everything is changing so quickly. What can I expect next?

You can expect continued communication from Plant Leadership as we continue to react to the changes that are being presented to us. Every action we are taking has your health and safety as the focal point. Please continue to communicate your questions to your team leader, your BU leader, HR or me. We are here for you. We will get through this together. Thank you for your understanding, being flexible, and your commitment.

We have established an employee resource website (access through conche.hersheys.com) that includes the latest company updates, resources and guidelines. You are encouraged to review this frequently as this will have the most current and up-to-date information.

12. What can be done about congregating around time clocks?

In order to minimize crowds of people at the main time clocks, please utilize the time clocks that are closest to your work area. Also, do not stand in line at the time clock to clock in or out. Time clock locations are:

- Main Hallway
- Maintenance Shop
- Line 3 Corridor
- Line 3 Packaging
- Line 5 Packaging
- Shipping
- Line 4 Packaging
- Line 1 Packaging
- Training Room Entrance

13. What can be done about social distancing in break rooms?

As you know, Hazleton has limited break room space. Where possible, we recommend sitting every other seat in the break rooms, sitting around the perimeter of the break room or taking your breaks in your personal vehicle or in the fresh air at the patio tables (weather permitting). The Training Room has also been made available. Additional sanitation measures are being taken in the break room for your safety.

| SERVICE | DESCRIPTION | CONTACT |
|-----------------------|-----------------------------|--|
| Beacon Health Options | Employee Assistance program | 1-888-454-6225 www.achievesolutions.net/hersheys |



Wednesday, March 18

Dear Hershey Employees,

With the unprecedented spread of the coronavirus (COVID-19), your health and safety remain paramount in our decision-making and actions. We are monitoring the changing environment daily and have put in place more stringent operating procedures and safety protocols to help ensure your wellbeing, and that of your families and everyone with whom we all interact.

As has been the case since this situation began, food companies play a critically important role in the crisis to help alleviate need and concern in communities. Local, state and national governments have highlighted the importance of our food supply and asked that food retailers and manufacturers remain open during times of quarantine and mandated shutdowns. Hershey is not only a food manufacturer, but also an important link in the broader food supply chain, particularly with farmers and other food raw material suppliers that rely on us. To that end, we have been pacing our Hershey operations with the demand from our consumers and customers to help maintain food security and supply.

Regions around the world are experiencing and responding to different phases of this pandemic. In China, the situation has greatly improved with teams returning to work across corporate, manufacturing and sales, with South Korea soon to follow. In other regions, like the U.S., we are moving quickly to altered work schedules to help slow the spread of the virus while remaining operational as part of the global food supply chain.

Hershey is a special place and over the last few months, we have come together to support one another and our business operations from market to market as this crisis has evolved. That will not change. The company is well positioned to manage through this. We have planned ahead and are taking action to help ensure employee safety while maintaining critical business operations, including working in partnership with retailers, suppliers, vendors and co-manufacturers to share best practices and maintain operations. We continue to manage our day-to-day business with the best information we have while working to ensure the long-term health of Hershey and help make those moments of goodness for those who need it most right now.

I want to start off by thanking you. This is a strange, unprecedented and uncertain time we are living in. I have been proud of how you have all been reacting to the changes and requests we have been presenting to you. More changes and requests are sure to come. Every action we are taking has your health and safety as the focal point.

All of manufacturing is **extremely important** during uncertain times like these. For those of you who braved the stores recently, you saw what panic can do to the food supply. Imagine that panic if manufacturing halted in the US. We are a critical part of the overall US Supply Chain. We do not take the decision to run lightly. Continuing to run is positively impactful to us, our company, our community and our whole country. The Hershey Company's purpose statement is "Make More Moments of Goodness." **When we look back in history, our great company made significant contributions while manufacturing our Hershey Bars during the Great Depression and two World Wars for our military and citizens. Also, in the past 20 years, we persevered during 9/11, the Swine Flu epidemic and many other global events. While these events were impacting our lives, we were making Moments of Goodness for our consumer, who seek after our products during these unsettling times.** In hard times like these, it might be a small moment of joy that someone who is struggling can find and enjoy our products.

Manufacturing continues to prioritize employee health and safety. We are implementing increased precautions and protocols consistent with guidance being provided by government and health organizations (e.g. OSHA, CDC) as well as industry best practices.

We will determine work schedules and adjust teams to maximize "social distancing" and reduce activities that congregate people into groups. As a reminder:

- Washing your hands is the most effective mitigation for exposure. Please wash your hands often.
- We have significantly increased our sanitation in high use areas and touch points.
- **Operators and Mechanics will not have to attend shift handoffs effective immediately. All employee huddles will be suspended.** Your supervisor will be providing any updates or communications to you individually. Communications will also be posted on the vision screens, in the hallway outside the cafeteria and other areas of the plant
- Please practice social distancing especially in more crowded areas like the cafeteria, time clocks and locker rooms. Try to keep 3-6 ft between yourself and another employee. We recognize sometimes this may not be possible.

- We will work with any individual having trouble managing work with childcare as schools and daycares are shutdown. Please see HR if you have concerns about time off and childcare.
- We will be adjusting our time and attendance policies for confirmed issues associated with COVID-19. We will be working through this on a case by case basis. If you have any questions, please contact HR.
- The travel quarantine applies to all employees, hourly, temporary employees, salaried and contractors/vendors on site.
- We recommend you reconsider personal travel by any means in the upcoming weeks.
- The employee store will be open on Thursday, March 19th and Friday, March 20th for its regular hours with occupancy and payment restrictions. Beginning March 23rd, the employee store will remain closed until further notice.
- There will be no COVID-19 test kits on site. We are not a medical facility and will not be provided with kits.
- To limit the number of employees in the lunchroom we will allow employees to go to their cars during their breaks and the Training Room will be available to employees to take their breaks.
- Minimize congregation of groups over ten employees and/or remain 2 meters apart.
- Next week we will be staggering shift start times to reduce large groups entering and leaving the facility at one time.
- We are offering employees the ability to test their temperature as they come into work with Infrared temperature scanners. This will be voluntary, but may become mandatory

REMINDERS:

- We have established an employee resource website (access through conche.hersheys.com) that includes the latest company updates, resources and guidelines. You are encouraged to review this frequently as this will have the most current and up-to-date information.
- It is important that everyone heed local, state and national guidelines to help prevent the spread of COVID-19. To that end:
 - Practice social distancing as much as possible (maintaining 3-6 feet distance from others)
 - Stay at home for meals or order take-out
 - Limit attendance at gatherings of 10 or more people
 - Practice precautionary health measures such as frequent hand washing, etc.
- If you are sick or believe you may be at risk for coronavirus, please follow our company protocols. If you have questions, reach out to your EHS team, Supervisor or HR.

- More information also can be found on the CDC (www.cdc.gov) and WHO (www.who.int) websites.

I am very proud of how well you all have responded to this very serious situation. Things are changing by the day, hour and minute. We are doing our best to give you real time, transparent information. Please continue to communicate your questions to your supervisor, your BU leader, HR or me. We are here for you. We will get through this together. Thank you for being flexible.

Stephen Knight

Benefits to Support Your Physical, Mental and Financial Wellbeing

The health of you and your family is a top priority for The Hershey Company, and we want you to know Hershey is taking action to help ensure both your safety and wellness as we work together to mitigate the impact of the coronavirus (COVID-19). Below you'll find information related to physical, mental and financial wellbeing, along with several recent enhancements for employees enrolled in Hershey's benefits programs.

Teledoc Fee
will be WAIVED
from 3/23/20 – 6/20/20!!!

PHYSICAL WELLBEING:

Below is guidance on how to seek medical or prescription assistance:

- What should you do if you think you may have coronavirus?
 - First, don't panic. Your symptoms could be allergies, common cold, or flu—but it's best to be sure. You have a few different options for receiving care.
- If you're showing symptoms, such as fever and cough, the safest place to be—for you and for everyone else—is in your home. To seek treatment, consider one of the following options:
 1. *Contact your primary care physician (PCP)*
 - They can help you get a coronavirus test at the right location if they determine you need one and prescribe medications as well.
 - Our medical benefits provider, Highmark, will cover 100% the cost of any COVID-19 testing recommended by a medical professional.
 - No doctor? Call an urgent care center—they will advise you on whether you should come in and alternative ways of receiving care.
 2. *Utilize Teledoc*
 - **NEW:** Effective March 23rd and for the next 90 days (until June 20, 2020), the cost of contacting a physician through Teledoc has been waived (\$0.00 cost).
 - This waiver applies to all TeleMedicine and virtual visits regardless of whether the visit is related to the diagnosis or treatment of COVID-19 (including General Medicine, Behavioral Health and TeleDermatology visits)
 - Please note that if you have not already registered with Teledoc you need to do so prior to using their services. Considering [registering now](#), while you are not in a rush to use them!
 3. *In case of a medical emergency where seconds matter, call 911*
 - In other words, if you have difficulty breathing or another emergency medical condition that is potentially life-threatening
 - If possible, call the ER in advance so they can prepare for your arrival and limit your exposure to others.

- If you need to fill or refill a prescription, you can limit your trips to the pharmacy by enrolling in home delivery, or by purchasing a 90-day supply at retail.
 - Consider having your prescription sent directly to your home using Express Scripts. There's no extra cost, and you'll often pay less for a 90-day supply.
 - **NEW:** Effective March 23, Hershey has approved 90-day fills for prescription medication at retail pharmacies (currently, employees are limited to 30-day supplies at retail). This plan enhancement will run until at least June 20, 2020 at which time it will be re-evaluated.

| SERVICE | DESCRIPTION | CONTACT |
|-----------------------------|---|--|
| Highmark Blue Shield | Medical Plans (HSA, myWellbeing, Best Doctors) | 1-866-763-9474 www.highmarkblueshield.com |
| Teledoc | Speak to a licensed doctor by phone or video in minutes | 1-800-TELEDOC www.teledoc.com/enter |
| Express Scripts | Prescription Drugs | 1-877-309-6408 www.express-scripts.com |

MENTAL & EMOTIONAL WELLBEING:

Your mental and emotional wellness is just as important as your physical health, and our employees have unlimited outpatient mental health visits available through Highmark. Outpatient mental health visits include individual psychotherapy, family counseling, group psychotherapy and psychological testing. Seek help. The cost of these services applies to your deductible and co-insurance, and can be paid for through your HSA, HRA or Healthcare FSA.

NEW: Effective April 1, 2020 we are expanding our global EAP (Employee Assistance Program) telephonic visit limit from 5 to 10 visits for the remaining of the 2020 calendar year, providing you and your family additional support through our EAP vendor, Beacon Health Options.

| SERVICE | DESCRIPTION | CONTACT |
|------------------------------|-----------------------------|--|
| Beacon Health Options | Employee Assistance program | 1-888-454-6225 www.achievesolutions.net/hersheys |

FINANCIAL WELLBEING:

The anxiety around current events isn't limited to our health, and we know that employees have questions and concerns about their short- and long-term finances. To that end, our financial partner Ayco will be sharing several pre-recorded webinars available to you on a variety of topics. Information on these webinars will be sent by Ayco directly to your email.

| SERVICE | DESCRIPTION | CONTACT |
|-------------------------|---|--|
| Ayco Answer Line | Financial Counseling & Education Services | 1-866-487-9457 www.ayco.com/login/hersheys |
| MetLife | Short-Term and Long-Term Disability | 1-800-769-4638 www.metlife.com/mybenefits |
| | Life Insurance, AD&D MetLife Advantages | 1-866-492-6983 www.metlife.com/mybenefits |

Visit the HR Portal for other wellness resources

In order to maintain appropriate social distancing, please adhere to the following.

Breaks/Lunches

The Training Room is now available for employees to use during their breaks to minimize the number of employees in the lunchroom. Employees should maintain a safe distance from one another (3-6ft). Employees are also permitted to go their vehicles and the parking lot during their breaks (employees are expected to sanitize their shoes upon return to the plant).

Smoke Shack

It is recommended to minimize the number of employees in the smoke shack at one time. Employees can also go to their vehicles to use tobacco or vaping products.

Time Clocks

In order to minimize crowds of people at the main time clocks, please utilize the time clocks that are closest to your work area. Also, do not stand in line at the time clock to clock in or out. Time clock locations are:

Main Hallway
Maintenance Shop
Line 3 Corridor
Line 3 Packaging
Line 5 Packaging
Shipping
Line 4 Packaging
Line 1 Packaging
Training Room Entrance



Hershey Coronavirus Update to Union - 3/13/2020

As the coronavirus continues to spread around the world, we want to provide an update on the steps Hershey is taking to ensure the wellbeing of our employees as we continue to make and deliver the amazing brands that our consumers know and love.

First and foremost, the health and safety of our employees remains our top priority. We are monitoring the impact to all employees daily. The company is taking this matter seriously and our crisis team is fully engaged and has been taking proactive precautionary measures to keep our employees and their families safe since news of the virus first broke in January. We are actively reviewing and making decisions based on information provided by the World Health Organization and the Center for Disease Control (CDC), as well as benchmarking business best practices given the rapidly changing landscape. There are currently restrictions on business travel, visitors and large group meetings to minimize exposure risk. There also has been additional cleaning protocols established.

We are evaluating the situation daily and will provide updates and information as warranted.

What we have asked our employees:

- **Know the symptoms of Coronavirus:** Fever, sore throat, coughing and shortness of breath.
- If you **experience symptoms of the coronavirus while at work**, notify your supervisor, Human Resources, the Plant Nurse or EHS Manager immediately.
- If you **experience symptoms of the coronavirus at home** and are scheduled to work, you should report off of work and contact Human Resources immediately.
- If you were **exposed to someone diagnosed or suspected of having coronavirus**, contact Human Resources immediately.
- If you **experience childcare issues due to school closings**, contact Human Resources if it impacts your ability to work or if you have to leave work during your shift.
- If you have **travel plans that involve leaving the US or traveling by air, rail or cruise ship**, you must contact Human Resources prior to your departure to discuss exposure risk and possible quarantine requirements.

Guidelines HR will use to address employee questions on an individual basis (Not to be posted or distributed):

- Employees who are quarantined (not due to personal travel) will be paid for 2 weeks based on their regular pay and schedule.
- Employees who stay home because they are experiencing symptoms will be paid based on their work schedule for the next 48 hours.
- Attendance guidelines will be adjusted for situations related to COVID-19. For example, there will be no attendance points/occurrences assessed if an employee needs to take unpaid time to care for a

dependent due to a COVID-19 school closure or if they experience a COVID-19 related illness or quarantine.

- Employees who elect to take personal travel may be required to quarantine for 14 days unpaid.

Additional guidelines:

- Beginning next week, employees will be surveyed with a current risk assessment.
- In the future, the company may decide to perform temperature screenings prior to entry to the plant.

Thank you for your partnership as we continue to evolve our guidelines to support our employees in this rapidly changing environment.

Leave of Absence for Hourly Employees

FOR EMPLOYEE to COMPLETE and SUBMIT TO THE PRODUCTION ASSISTANT

| | |
|-----------------------|--|
| Today's Date: | |
| Employee name: | |
| Employee number: | |
| Department: | |
| Shift: | |
| Cell phone number: | |
| Email (if available): | |

| | |
|--|--|
| Date Planned Absence will begin: | |
| Planned Return to Work Date (Must be a Monday unless approved by HR): | |
| NOTE: This form should only be completed for a leave related to concerns of COVID-19. Employees should contact Human Resources for any other type of leave. | |

Please initial below signifying that you have read and understand the following guidelines:

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| | Employees must remain on leave at least one week and should plan to return on a Monday. |
| | If the return date above changes, employee must call the Production Assistant by 12 noon Wednesday before the original return to work date. |
| | During Unpaid absence periods, Health insurance premiums are not being withheld. You are responsible for the payment of all health insurance premiums that accrue during an unpaid period. These premiums will be automatically deducted from your 1 st pay check upon return to work and any subsequent pay checks until the arrearage is paid in full. This does not include added/additional benefit premiums such as Pet Insurance; the employee is responsible for catch up payments. Contact HR Service Now for information on making these payments: 1-800-878-0440. You are also responsible for 401(K) Loan Payments; contact Vanguard to make payments on your 401K loan:1-800-523-1188. |
| | Employees can request to be paid for their vacation time during the leave of absence by contacting payroll at 570-384-7237 or 570-384-7277. |
| | The Company does not determine eligibility for collecting unemployment benefits. The Company will need to report that work is available, and the state determines eligibility. |
| | This leave of absence will not result in occurrences under the attendance policy. Furthermore, it will not break the consecutive 460 hours worked towards removing an occurrence. |
| | This leave of absence is not approved until it's returned and signed by the Production Supervisor or Human Resources |

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| Employee signature | |
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Approval:

| Printed Name | Signature | Date |
|--------------|-----------|------|
| | | |