



Good food. Responsibly.®

Katrina Ryder  
Vice President Human Resources, Operations

Smithfield Foods  
111 Commerce St  
Smithfield, VA 23430

((757) 357 - 8501 phone  
(408) 220 - 9646 fax

March 4, 2020

Armando Espinoza  
UFCW Local 770  
630 Shatto Place  
Los Angeles, CA 90005

Dear Armando:

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.

Below is the link to the current list of travel advisories. We have attached the current list as of today, however, the list continues to change and adjust as the outbreak spreads.

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

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,

*Roxanne Talman*

Roxanne Talman  
Plant Human Resources Manager

Sincerely,

Katrina Ryder  
Vice President Human Resources, Operations & Supply Chain