

**Sean Knight**  
Vice President  
U.S. Labor Relations

DATE: March 13, 2020  
TO: Leaders of Unions Representing Sodexo Employees  
RE: Response to Coronavirus (COVID-19) Pandemic

At Sodexo, we are committed to the health and safety of our employees, our clients and the communities we serve, and that includes supporting our employees if they get sick. Our employees are our number one asset and whether part-time or full-time, we will fully support them.

The coronavirus/ COVID-19 pandemic has placed extraordinary strains on all of us, and on all aspects of our business. The entire Sodexo family is in this together.

Yesterday, Sodexo announced a set of industry-leading benefits and protections for our U.S. employees affected by the coronavirus/COVID-19 crisis:

- Extended sick leave: We will ensure sick pay for employees, either full-time or part-time, for up to 21 workdays if they have a confirmed case of COVID-19 or are asked not to come to work for COVID-19-related symptoms. Vacation time and other personal days will not have to be used during a COVID-19 related absence.
- This means that after employees exhaust their accrued sick leave, Sodexo will provide additional sick leave for up to 21 regularly scheduled workdays at no cost to the employee and regardless of how many sick days he or she has accrued. If an employee is unable to return to work at that point, he or she will be permitted to borrow up to seven additional days of sick leave.
- Sodexo will not count any absence caused by COVID-19 diagnosis, exposure, or CDC travel restrictions as an occurrence under any applicable attendance policy. In addition, Sodexo will protect the employee's job and return the employee to the same position when the employee is able to return to work.
- We will be exploring opportunities for employees from closed accounts to redeploy to sites that need additional help.

Furthermore, the health and safety of our employees, clients and consumers is our utmost priority. Quality of life is at the core of our work today and always. With our rigorous processes, superior expertise and committed team of people, we will ensure resources are directed at protecting people. Below are some of the measures we are taking:

- Access to essential PPE (Personal Protective Equipment), and cleaning chemicals including disinfectants, sanitizers and hand soaps.
- All on-site teams have been instructed on how to prevent the spread of COVID-19 and we have reinforced our existing food safety and health and wellness policy.
- Additional communications and in-unit signage on the proper handwashing techniques as well other personal hygiene actions during flu season have been distributed to our operations.

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- All on-site operations have been instructed to regularly clean and disinfect frequently touched surfaces with a suitable chemical disinfectant.
- We will continue to closely monitor and follow all recommendations of Centers for Disease Control and Prevention, the Occupational Safety and Health Administration and/or local public health agencies.

These enhanced benefits and protocols are being extended to our union-represented employees as well as our non-union employees. If you wish to opt out of these benefits on behalf of the employees you represent, please inform me at [Sean.Knight@Sodexo.com](mailto:Sean.Knight@Sodexo.com).

We know that many of you have many questions concerning coronavirus/COVID-19 as it affects the Sodexo employees you represent. Please direct all questions, any requests including requests for information, or other coronavirus/COVID-19 issues to me at [Sean.Knight@Sodexo.com](mailto:Sean.Knight@Sodexo.com). We will attempt to address all issues as quickly as possible, but, in view of the fluid nature of the current emergency and the strain it places on our resources, responses will likely be delayed.

We appreciate your understanding and support, and the understanding and support of the employees you represent.

Very truly yours,

Sean Knight  
Vice President, US Labor Relations