

## IMPORTANT NOTICE REGARDING COVID-19 ACTION PLAN - 18 March 2020

As the Covid-19 pandemic unfolds, Land of Plenty Group has enacted a Business Continuity Plan (BCP) to assist our employees, customers and supply-chain partners in meeting the Federal Governments containment plan. We continue to monitor the ever-changing situation around COVID19 and will make amendments to our BCP as required.

As a food manufacturer, HACCP, Food Safety and OH&S plans are the core of our business. These plans remain enforced to the highest standard and our annual HACCP audit was successfully completed in late February. The 'C-19 BCP' supports all of these plans and includes the following additional actions:

### Face to Face Meetings:

All external face to face meetings has been banned until further notice. This applies to both the Kitchen and Head Office / DC. Only approved employees may enter any of our premises and essential services such as logistics partners or supply deliveries are required to follow a personal sanitation process before entering the loading docks. Where possible Team Members are working from home to ensure our customer relationships and company services are maintained during this period.

### Kitchen & Head Office:

The below actions are included in our current C-19 BCP's:

- ) Implementing travel restrictions on all employees
- ) Ongoing and clear advice on the personal responsibility and actions team members must take outside of the work place
- ) Clearly mandated reporting process for any employee who suspects they have symptoms of Covid-19
- ) Clearly mandated action plan should an employee present with symptoms of Covid-19
- ) Temperature check on all kitchen team members on arrival at work
- ) All kitchen team members wear face masks while at work
- ) Cross training of team members to cover various roles as we manage ever-changing operating capacity
- ) Additional disinfection processes each day for work stations and production stations
- ) Working with our teams to reduce personal contact within the kitchen and Head Office
- ) Additional temporary sanitisation stations in Head Office including personal and equipment sanitisers
- ) Spraying Head Office each day with a medical grade airborne antiseptic spray

### C- 19 Team Briefing:

It is critical that we all follow and/or implement the ongoing Federal Governments advice in response to this pandemic. We have implanted a daily C19 Team Briefing meeting to review and action any Federal Government policy updates; address internal challenges arising from the restrictions these policies create; review daily operations to meet the shifting demand in our sector and ensure the mental wellbeing of our team members. These meetings are headed up by Karen and I in conjunction with **Bailina Yakufu, our Food Safety, QA and OH&S Manager.**

**Finally, we would like to offer our sincere thoughts to the numerous customers whose businesses have been so severely impacted by the social interaction restrictions currently being enforced. We are all in this together and I am confident that as a sector, Food Distribution, Hospitality & Events business owners and employees are resilient enough to weather this storm and come out the other side.**

Yours sincerely  
**Craig & Karen Rochat**

