

IMPORTANT NOTICE REGARDING COVID-19 ACTION PLAN – September 2020

As the Covid-19 pandemic restrictions are slowly wound back the Land of Plenty Group Business Continuity Plan (BCP) has been amended to reflect allowable practices. We continue to monitor the situation around COVID19 and will make amendments to our BCP as required at either state or federal direction.

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. The 'C-19 BCP' supports all of these plans and includes the following:

Face to Face Meetings:

Face to face meetings at Head Office are permitted but virtual meetings are still our preferred method. Person(s) attending meetings on-site will be required to follow our covid-19 admissions process before entering the offices. Face to Face meetings at the kitchens are still banned until further notice. On-site restrictions and pre-entry protocols for approved visitors are still enforced including temperature checks. Some team members are still working from home at various stages and at all times when an employee is showing any signs of flu or cold symptoms.

Kitchen & Head Office:

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

-) Interstate travel restrictions are still enforced until further notice
-) 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
-) Working with our teams to reduce personal contact within the kitchen and Head Office
-) Permanent sanitisation stations in Head Office including personal and equipment sanitisers

C- 19 Overview:

Bailina Yakufu, our Food, Safety & QA Manager continues to monitor the operational requirements from the state and/or federal government policies. Amendments to our BCP are made as and when required based on the information available and are communicated accordingly.

Trading Hours:

We have resumed normal trading hours **for Monday to Thursday** and continue with reduced trading hours for Friday's, based on our updated C19 head office roster.

Key business contacts as follows:

- National Sales Enquiries – Karen (0409326685) or Chicky (0478784391)
- Tele-orders – Michal or Erika on 0280688330
- Operations & Logistics – Michal on 0291970922
- Accounts – Grenna on 02 80630120

As always, we trust you are being Covid safe and slowly finding a degree of normality in both your business and personal lives.

Yours sincerely
Craig & Karen Rochat

