

IMPORTANT NOTICE REGARDING COVID-19 ACTION PLAN – Update April 2021

As a food manufacturer, HACCP, Food Safety and OH&S plans are the core of our business. This includes our ongoing Covid 19 management plan, updated in accordance with NSW Health and/or Federal Health guidance.

Face to Face Meetings:

Face to face meetings at Head Office are permitted by appointment only. We do however encourage virtual meetings as an alternative method. Person(s) attending meetings on-site will be required to register their entry and exit using the NSW Health QR code and follow our covid-19 admissions process before entering the offices.

Face to Face meetings at the kitchens are strictly by appointment only. On-site restrictions and pre-entry protocols for approved visitors are still enforced including temperature checks and mandatory NSW Health QR code registration.

Kitchen & Head Office:

The below actions are included in our current C-19 plan:

- 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
- Permanent sanitisation stations in Head Office including personal and equipment sanitisers

Bailina Yakufu, our Food, Safety & QA Manager continues to monitor the operational requirements from the state and/or federal government policies. Amendments to our C-19 plan are made as and when required based on the information available.

Trading Hours:

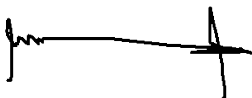
We have resumed normal trading hours **and all employees are working as normal, based out of our DC.**

Key business contacts as follows:

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

Management of our Covid plan is done in conjunction with State & Federal Health guidance and may be updated, without notice, if required by either of these authorities.

Yours sincerely,



Craig & Karen Rochat

