

IMPORTANT NOTICE REGARDING COVID-19 ACTION PLAN – Updated February 2022

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. 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. We ask that any visitors who have any symptoms on the day they are due to visit please advise us in advance so we can reschedule.

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
- Use of RAT as required for on-site testing
- Use of face masks in all settings where social distancing is not suitable

Wai Low, 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.

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