



13th March 2020

Corona Virus (COVID-19) Action Plan

In light of the ongoing spread of Coronavirus (COVID-19), we have implemented the following mitigation and action plan.

We are focussing on mitigation to prevent the entry of COVID-19 into our site. All personnel returning from leave, visitors and contractors are questioned on recent travel locations and their current health status. Any persons presenting with flu-like symptoms are required to be assessed for COVID-19 and get a Doctors clearance before returning to site.

Suppliers

- Requested all Consumable, PPE, Packaging and Raw Material suppliers to assess the risk and provide feedback regarding their ability to supply.

Personnel

- Communicated through ETV the symptoms and the actions that employees need to take in the event of falling ill or having contact with someone affected by COVID-19.
- Send all staff presenting with flu like symptoms to the Redlands Fever Clinic (Redlands Hospital)
- Self-Quarantine for 14 days for any new starters and personnel;
 - returning from travel from at-risk countries listed by smarttraveller.gov.au
 - residing with someone with a confirmed case of COVID-19
- Labour hire companies have approached regarding availability of staff if staff levels are reduced due to infection or quarantine requirements
- Recruitment process – HR department can at short notice run an advert to source replacements, for interviewing, medical testing and induction

Visitors

- Updated questionnaire at sign in for all visitors and contractors regarding their previous travel locations (within 14 days) and their current health status
- Non-essential visitors to the site have been challenged

Production

- Manage process flow and production requirements to match staff availability
- ACMF have started industry discussions with suppliers (veterinarians & feed millers)
- Review our Business Continuity Plan to ensure it adequately covers the risks posed by COVID-19

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If a person working within the facility is found to be positive for COVID-19, the affected person will not be allowed to return to work until they have a Doctors clearance and have been in quarantine for 14 days. Swipe card access may be disabled preventing access to the site.

Each incidence will be assessed on a case by case basis and we will follow the advice of QLD health. Due to the segregated nature of the facility, it is unlikely to be necessary for the entire site to be shut down or the entire workforce to be sent into self-quarantine. This will enable production and processing to continue with minimal disruption.

A handwritten signature in black ink, appearing to read "D Cook".

Daniel Cook | Manager Quality and Food Safety Compliance

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