



To whom it may concern,

At Clover Hill Food Ingredients, we are continuing to actively monitor the impact of the Coronavirus, COVID-19 and have looked at what steps we need to take in order to:

- Protect our people.
- Enable us to continue to produce food. As well as being important from our point of view, it is important that general food supply does not become disrupted.

We continue to follow HSE guidelines and will make sure we share this with you all – particularly in relation to travel and self-isolation – and update our own advice accordingly.

We are currently trying to delay the impact of the virus, by improving hygiene everywhere, and isolating our people from risk as far as is reasonably practicable. Please also be assured that we continue to work on the necessary contingency plans.

OUR PRODUCTION SITE AND OFFICES

We want to minimise the number of people who may bring virus exposure to our sites. We are therefore (with immediate effect) prohibiting all non-essential visitors to our manufacturing site. This includes:

- External visitors
- Non-essential and non-urgent audits

We will allow access to essential visitors, for example:

- Contractors performing essential maintenance

Where visitors are essential, the visitor questionnaire will be issued in advance of visitors arriving and when they arrive please ensure that they have washed their hands/sanitised thoroughly before entering our sites/offices. Physical contact should be avoided – including handshaking

We want to ensure that only those who need to be in our manufacturing site physically enter production / packing areas.

SALES SUPPORT

We have requested that our Sales and Technical Bakery team conduct only essential customer visits, but instead will keep continuous contact by phone to resolve any queries.

TRAVEL

All overseas business travel has been prohibited.

All employees are urged to follow travel instructions provided by the Department of Foreign Affairs and Trade. Any employees returning from travel abroad will be asked to contact the HSE/local GP if that is the advice at the time of return to confirm that they are fit for work.

SELF-ISOLATION

Employees are requested to stay at home and self-isolate for a period of 14 days if instructed to by HSE.

ADDITIONAL MEASURES FOR TRUCK DRIVERS

Truck drivers are considered an additional risk factor and specific rules apply. Delivery drivers should remain in their vehicles. If coming on site, they will be required to complete a questionnaire and wash and sanitise their hands thoroughly, maintaining acceptable social distance from staff.

SUPPLY CHAIN AND PROCUREMENT

All parts of the supply chain – from incoming raw materials to the outbound of finished goods – are being continuously monitored for any kind of disruption. In case of any sign of possible disruptions, preventive actions are taken (where possible). Currently customers orders are being processed as normal with no disruption to supply chain.

FOOD SAFETY

Based on the transmission paths determined to date, the current available knowledge and the requirement for heat treatment of our products, it is unlikely products supplied by Clover Hill could be sources of novel coronavirus infection. Our site has a certified food safety system (quality system) in place, including protocols for people and materials. In any given situation, control and routines are in place to avoid risks of contamination. We will continue to closely follow developments within the field, and we ensure that all necessary actions are taken in order for us to continue our operations and secure the food safety of our products.

PERSONAL HYGIENE

We encourage everybody to wash and sanitize their hands and follow the personal hygiene instructions as given by HSE and World Health Organization.

This is an evolving situation, and if you have any questions, please refer to our website: www.cloverhill.ie or do not hesitate to contact us on 029 21844 or sales@cloverhill.ie

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