

COVID-19 Risk Mitigation Plan



Version 3.1

Updated 22 December 2021

Providing essential service

At Bryopin, we understand the risk that COVID-19 presents to our team, their families, our customers, and the wider community. We are an essential service providing food for our communities including Hospitals and Aged Care Facilities. To continue our responsibility of producing safe, quality food during this crisis we have developed the following plan in order to mitigate risk of COVID-19 transmission.

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01 /

Employee Safety

At Bryopin employee safety is our priority. We do not have the option of large scale work from home so it is vitally important that what we do at work is mitigating the risk of spreading the COVID-19 virus. In line with recommendations from the World Health Organisation, The Department of Health and NSW Health we have prescribed five key areas of focus for our team

5 Focus Points



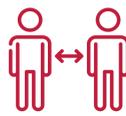
1. Personal Hygiene

Best practise hand washing. Sneezing & coughing etiquette and general hygiene.



2. Feeling unwell?

What to do if you feel unwell.



3. Distancing Measures

How we reduce contact internally & externally to stop the spread.



4. Wellbeing Checks

What we're doing to ensure our staff are safe and well to come to work.



5. Vaccination Compliance

How we're supporting staff to obtain their vaccinations.

01/ Employee Safety

1. Personal Hygiene



Stopping the spread is in your hands

Staff must wash for min 20 seconds, dry and sanitise hands

- Before and after lunch
- When meeting in groups
- After using the bathroom
- After sneezing or coughing
- When entering production areas
- And, regularly throughout the day

Coughing & sneezing etiquette

- Cough or sneeze into your arm, or use a tissue
- Bin the tissue
- Wash your hands thoroughly

General hygiene

- Extra sanitising stations are set up throughout all common areas and offices
- **Sanitising Champions** are also sanitising touchpoints throughout common areas every 2 hours
- Our fingerprint time clock system has been decommissioned reducing common touchpoints
- Face masks are mandatory for all employees operating in a space less than 1.5 meters apart and are changed at every break

01/ Employee Safety

Ready to Eat operations

Bryopin Meat's department for Ready To Eat supplies sliced and diced food that is ready to eat cold on a sandwich or salad. Whilst there is no evidence that COVID-19 can spread on food (it is an airborne virus), we have considered the risk and mitigated the exposure.

Additional precautions for our staff in Ready to Eat operations

- In addition to strictly adhering to the guidance from the Global Food Safety Initiative (GFSI) on washing, drying and sanitising of hands after every cough or sneeze, we have also enacted more stringent hygiene procedures for staff working in Ready to Eat. These employees must now **change their Personal Protection Equipment (PPE)** in the event of any face or hand contact.
- Regular washing, drying and sanitising of hands and gloves must be conducted at least once **every hour**.
- **Hourly sanitation of all direct contact points** such as door handles, control buttons, tray and trolleys is also undertaken.
- Our staff in Ready To Eat have been specifically trained on these procedures to ensure the safety of our products in light of the COVID-19 pandemic and the risk to Vulnerable Populations.

01/ Employee Safety

2. Feeling Unwell?



What do I do if I'm feeling unwell?

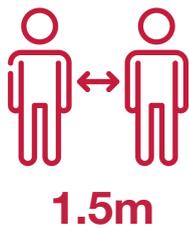
- Staff who are feeling unwell at work must report to management whereby they will be sent home
- Staff who are feeling sick with any symptoms of common ailments at home must not present to work and must contact their manager by phone
- Staff who have symptoms of COVID-19 must not come to work and consult their GP
- Any staff who contract COVID-19 must have no symptoms and a clear test before returning to work.
- All staff must continually give updates on their health status to their manager

We are promoting using the health direct online symptom checker <https://www.healthdirect.gov.au/symptom-checker/tool/basic-detail>

Close and Casual Contacts are determined by the [COVID-19 contact risk assessment for general workplace settings](#) provided by the NSW Government.

01/ Employee Safety

3. Distancing Measures



Keeping your distance

At Work

- No non-essential travel or meetings
- No internal group meetings of more than 15 mins.
- Use phone, video conference & email for communication
- Where possible, we have implemented Working From Home (WFH) initiatives
- Staggered breaks times throughout all teams and areas
- Production Teams are now segregated by distance and rooms are segregated by dividing screens between machinery, operators and lunchroom benches
- Teams now operate in separate 'bubbles' that do not cross over with each other physically. Staff from the same household work in the same team 'bubble'
- Implemented and enforced a strict social distancing keeping at least 1.5m between each employee in office space and common areas.
- Staff Returning from leave complete a declaration to confirm they have not been to any COVID 19 hotspots.

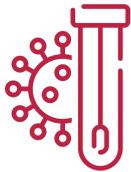
At Home and Rules for Leaving Home

We are encouraging our team, via email updates, to adhere to Public health orders on what to do in your home, what to do when you leave your home, when and where to wear masks, as well as other important information.

<https://www.nsw.gov.au/covid-19/rules/greater-sydney>

01/ Employee Safety

4. Wellbeing Checks



Testing

- 1 Rapid antigen test is required weekly for all staff on-site.
- Staff need to report all test results to their manager to be logged and verified.
- Additional rapid antigen tests may be requested at management discretion.

Monitoring

- All Staff must undergo Temperature monitoring before starting work. If their temperature is greater than 37.4°C they will not be allowed to enter the premises and will be sent for immediate medical advice and cannot return to work until they have a negative COVID test result.
- All Staff must use/scan the COVID Safe Check-In QR Code to check-in when entering the premises and remember to check out when they leave.
- Staff are asked regularly by managers and supervisors if any family or close contacts have been tested and are awaiting a COVID test result?



At-risk individuals

Health risks associated with the contraction of COVID-19 are higher among people over the age of 60 and people with pre-existing medical conditions.

Management has privately discussed options for all team members over the age of 60, and team members with known pre-existing medical conditions and decisions on the best way to mitigate risk will be made on a case by case basis and documented in consultation with the employee.



Updates

Team members will be kept up to date with current information from WHO, Department of Health & NSW Health via emails and common area notice boards, including daily updates to all staff of current & new COVID Hotspots

01/ Employee Safety

5. Vaccination Compliance



NSW Health Orders

- All on-site staff are considered Essential Workers and are vaccinated in accordance with NSW Health Orders, or have medical exemptions.

02 /

Customer & Community Safety

Bryopin will be proactive in enforcing Government Self Isolation rules.

<https://preview.nsw.gov.au/covid-19/self-isolation>

You must self-isolate if you have:

- been diagnosed with COVID-19
- are suspected to have COVID-19
- had close contact with a confirmed COVID-19 case
- visited a designated hotspot as declared by NSW Government

02/ Customer & Community Safety



Deliveries to vulnerable populations

We want to look after our most at-risk customers. We have served Aged Care and Health markets for 30 years and we pride ourselves on the care and attention we take when looking after patient and resident food service.

In order to protect the residents our drivers will be:

- **Wearing face masks** to mitigate the chance that they could be carrying the virus without symptoms
- **Sanitising their hands** after every drop on their delivery run
- Filling out a **Daily Self-Declaration** before leaving the Bryopin dispatch plant to supply vulnerable facilities.
- Subject to **Daily Temperature** monitoring. If their temperature is greater than 37.4°C they will not be allowed to complete deliveries and will be sent for immediate medical advice.
- Vaccinated with the **Annual Influenza Vaccination** and can produce their certificate on requests.
- No longer needing to enter your facility, as we have switched to **paperless invoicing**. All invoices will now be sent electronically before they leave dispatch.

We adhere to the newly developed NSW health guidelines COVID-19 (Coronavirus) – Guidance for residential aged care facilities
<https://www.health.nsw.gov.au/Infectious/diseases/Pages/coronavirus-racf-guidance.aspx>

03/

Visitor & Contractors

All non-essential visitors are not allowed on-site in order to stop the unnecessary potential spread of the virus to our team and the wider community.

Essential visitors and contractors, such as maintenance contractors and delivery drivers must abide by the following rules in addition to our standard GMP rules and handwashing & sanitising regime.

03/ Visitor & Contractors



Visitor & Contractor Requirements

- All key supply partners must have a COVID mitigation plan approved by the Bryopin Technical team.
- All visitors must self declare before entering the site using our **COVID non-contact APP** or **Self-Declaration Form** covering potential exposure to COVID-19
- All essential contractors and visitors must be vaccinated in accordance with NSW Health Orders.
- All visitors must undergo **Temperature** monitoring. If their temperature is greater than 37.4°C they will not be allowed to enter the premises and will be sent for immediate medical advice.
- Any entrants (staff, contractors or essential visitors) who are displaying critical symptoms, fever, coughing, sore throat, fatigue, and shortness of breath, will be advised that they have been refused entry will be required to leave the site to seek medical attention. They must only return to the worksite once the symptoms have passed and they have medical clearance.

04 /

Business Continuity

At Bryopin we are managing the risk of COVID-19 exposure by exploring a range of scenarios including what happens if someone in our community contracts the COVID-19 virus.



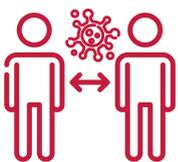
If a member of staff tests positive to COVID-19

The member of staff will be **required to self-isolate**. This will be reported to the Public Health Unit and Bryopin management will assist with tracing close contacts who will be **required to immediately self-isolate** also, in line with Government recommendations.



If a member of staff becomes a Close Contact

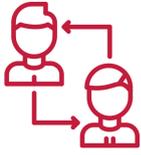
The member of staff will be **required to self-isolate and follow the latest NSW guidance**. Close Contacts are determined by the NSW [COVID-19 contact risk assessment for general workplace settings](#).



If a member of staff is a Casual Contact

Casual Contacts are determined by the NSW [COVID-19 contact risk assessment for general workplace settings](#). The member of staff will be **required to get tested for COVID-19 immediately and self-isolate until they get a negative result**. Casual contacts who have a rapid antigen test (RAT) each day for the 7 days after their last contact with a COVID-19 positive person, are not required to have PCR tests or self-isolate as advised in this guidance.

04/ Business Continuity



Backup teams

These scenarios have been simulated through every department and we have created **Team A** & **Team B** redundancy plans for every operational process. We have organised **a backup customer service team in isolation** should the primary team be required to self-isolate.



Geographical containment

We have taken advantage of our separate geographical locations and have put in place separate teams with cross-trained key positions so that in the event of any team needing to self isolate another is ready to continue essential production requirements.



IT investment to facilitate WFH

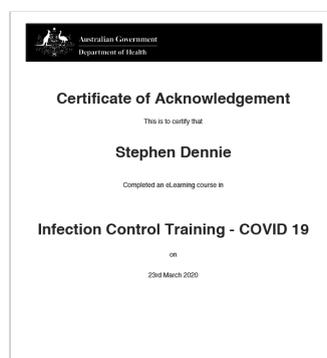
We have also invested in hardware and software for Working From Home (WFH) scenarios. Staff that have key roles have been trained in how to complete them online should they be required to self-isolate.



COVID-19 Infection Control training

Key staff are required and all staff are encouraged to complete the online COVID-19 infection control training course. All personnel working in Ready to Eat operations have already completed the training at this point.

<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>



05 /

Our Commitment

We commit to being vigilant in our endeavours to mitigate the spread of COVID-19 to the benefit of our Staff, our Customers and the Community. We will be a responsible essential service provider and will take proactive measures to ensure we can continue to serve our customers whilst maintaining the health and safety of our teams.

We will provide up to date information to our Staff and Customers in an effort to be able to execute best practise as it continually evolves. We will communicate and collaborate with suppliers, industry bodies, government agencies, and like-minded businesses so that collectively we can help stop the spread.

Sincerely,



Anthony Meyer
Managing Director
Bryopin Meats Pty Ltd

