

## **Preventative measures in relation to novel coronavirus (Covid-19)**

Dear supplier, customer, contractor or any other visitor,

Due to the latest developments with regards to the coronavirus, we would like to inform you that we are taking extra precautionary measures at our site. Health & Safety is our number one priority; for our own employees, for all visitors including our suppliers and partners.

Please be aware of the following preventative measures that Food Ingredients & Specialties has implemented for everyone that needs to visit our site at the schoenerweg 45, 6222 NX Maastricht.

You cannot visit our site in the following situations:

- If you are housemate(s) of patients with novel coronavirus or are a patient yourself.
- If you have been in direct contact with Covid-19 infected people within the last 2 weeks.
- If you are suffering from elevated body temperature (fever) above 38°C / 100.4°F.

### Temperature measurements

As of Thursday 12th of March 2020, trained staff will ask a few questions and do a temperature check before you can enter our site. The measurement is done without skin contact and will indicate if you have a fever. If the result is above 38°C you will be denied access. Your privacy will be respected, names and results are not recorded

### Overall hygienic measures

follow the actual instructions as they are presented within our site. This includes; avoiding physical contact such as shaking hands, sneezing or coughing in your flexed elbow, avoid touching eyes, nose or mouth, and frequently washing your hands following the communicated guidelines.

We apologize in advance for any inconvenience this may cause. We believe however that these measures are necessary, considering the circumstances. We thank you in advance for your understanding and cooperation and ask you to share this information with any other person that would visit our site in your behalf (e.g. transporters, (sub)-contractors).

### Overall (internal) measures within our company

As Food Ingredients & Specialties we understand and share any concerns that our customers and other relations might have with regards to the novel coronavirus. By means of the attached document we want to proactively inform you of our internal precautions. These precautions might be changed or adjusted as new information becomes available. For specific questions you can reach out through your regular point of contact.

## **Attachment:**

### **Overview of measures at Food Ingredients & Specialties with regards to the novel coronavirus (Covid-19).**

#### General statement

As a starting point Food Ingredients & Specialties closely follows all developments, advice and instructions as they are communicated by the National Institute for Public Health and the Environment (RIVM). Daily coordination takes place between our internal crisis team, line management and employees.

#### State of preparedness

At Food Ingredients & Specialties we have prepared:

- Business Contingency Plan with Pandemic as scenario
- Remote access to our IT-systems for the crisis team.
- Internal / external communication documents and channels available / indicated.

Physically available on – site:

- Hand sanitizer and soap.
- Handheld thermometers suitable to detect fever on persons.
- Anti-bacterial surface cleaning.

#### Hygienic measures

we have an even further increased focus on hygiene. Measures include, and are published on site:

- Sneezing or coughing in your flexed elbow.
- Avoid touching eyes, nose or mouth.
- Frequently washing and/or disinfecting your hands (following the guidelines).
- Not shaking hands and avoiding other physical contact.

#### Other preventive measures

Other preventative measures that are in place due to the outbreak of coronavirus:

- Per 16th of March 2020 measure body temperature on any visitor entering the site and measure body temperature on all employees daily (38° C / 100.4°F set as maximum limit).
- No public events are held, physical meetings and business travel are avoided if possible.
- Separated work areas, units and canteens within our site are respected.
  
- Temporary close down locations and. initiate cleaning / disinfection.
- Suspend all physical meetings, business travels.
- Deny all visitors non-crucial to business continuity.
- Create high priority planning based on production capacity and keep groups of employees strictly separated from each other and in segregated locations\*.
- Communicate to all relevant stakeholders / relations.

\*At Food Ingredients & Specialties we have redundancy on crucial production lines, in separated areas. This allows to continue (limited) production activity, even if a specific building has to be closed down temporarily.