



15 March 2020

Re: COVID-19 ACTION PLAN

Dear Valued Sagra Foods' Customers, Suppliers and Supply Chain Partners

I would like to take this opportunity to bring the following steps that Sagra Foods is implementing to assist with curbing the growing COVID-19 pandemic:

1. All persons entering Sagra Foods' premises will be required to sanitise their hands. It will also be recommended that they sanitise when leaving as well. Should we deem it necessary, we will also screen all individuals' temperatures prior to access.
2. All Sagra vehicles will be equipped with hand sanitisers and delivery personnel will be required to sanitise their hands before and after deliveries/collections.
3. All our staff are being trained on the latest best practice of COVID-19 prevention.
4. Within our premises, stringent hand washing procedures are being enforced and all surface & floor cleaning routines are being increased.
5. We are postponing all national and international staff travel with immediate effect and all non-essential face-to-face meetings will also be postponed or moved to video chat.
6. We are unfortunately anticipating some inventory issues. We are trying to mitigate this as much as possible and where feasible will try supply alternative products.
7. Where customers are currently paying cash to the drivers, we would prefer you to rather EFT the money.

Should you require any further information, please do not hesitate to contact me directly.

Thank you for your support in this precarious time.

Kind regards,

Darryn Lazarus
Managing Director

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