

As a business, we are aware that you may have some concerns about the ongoing outbreak of the **Coronavirus** (COVID-19).

We would like to take the opportunity to reassure you that as a business, we are committed to ensuring the health and safety of all our employees and customers. Please be assured that Dorr Paper & Food Supplies is doing everything possible to continue everyday operations.

We have taken the following steps internally to minimise the risk of disruption:

- Requiring all staff to advise if anyone has travelled to any countries nominated as Coronavirus risk countries within the last 3 months
- All unnecessary travel has been cancelled
- Staff members have been asked if they have any symptoms or have been in contact with a confirmed or suspected case of Coronavirus to remain absent from the workplace and they are required to get a medical clearance prior to returning to work.
- Staff have been reminded of safe food handling procedures and the the World Health Organisation's standard infection control measures
- For the interim, our Sales Manager (Kerrie Radford) will be working from our office.

We are committed to working with all of our customers' to meet their delivery requirements. If you have any specific questions or requests please contact Stephen Radford or Kerrie Radford on (03) 9372 1922.

We are monitoring the situation on a daily basis and we will keep you updated as changes occur.

Thanks again for your ongoing support.



