



**Castell Howell Foods Ltd**

Cross Hands Food Park Cross Hands Llanelli Carmarthenshire SA14 6SX  
Ordering Line: 01269 846060 General Enquiries: 01269 846080 Fax: 01269 846070  
[www.chfoods.co.uk](http://www.chfoods.co.uk)

## **Coronavirus (COVID-19)**

Castell Howell would like to reassure our customers that we are continuing to review the COVID-19 situation daily and are taking guidance from trusted sources and following the UK Government recommendations. We are responding to the continually escalating crisis and are continuously reviewing our internal management plan.

The Management plan objectives are: -

- The protection of our employees – Minimise the risk of exposure to the virus whilst on Company premises and/or vehicles through various measures;
- The protection of customers – Minimise the risk of exposure to the virus by ensuring our delivery drivers follow stringent hygiene protocols;
- Business as usual – Minimise the impact of the Coronavirus on our ability to meet our customer requirements.

Measures implemented include: -

- Daily senior management meetings to address and plan for changes to current and future circumstances including our Business Contingency Plan;
- Regular internal communications to staff regarding planned courses of action;
- Increased hygiene awareness and practices within all sites. All drivers have been issued with hand sanitisers. Cleaning schedules are regularly reviewed to ensure the required standard is achieved;
- Sales Representatives will postpone visits to hospitals, care homes and any other premises that may provide care facilities to vulnerable individuals;
- All non-essential meetings and site visits have been postponed. Where possible, all internal and external meetings will take place via video conferencing equipment.
- Increased controls over holiday travel. All destinations are monitored, recorded and actioned appropriately;
- Robust stock management procedures in place to ensure a continuity of supply is maintained to our customers.

## **Trusted sources of information**

### **GOV.UK**

<https://www.gov.uk/guidance/wuhan-novel-coronavirus-information-for-the-public>

**NHS (national Health Service)**

<https://www.nhs.uk/conditions/wuhan-novel-coronavirus/>

**WHO (World Health Organisation)**

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

Castell Howell Senior Management Team will continue to monitor the current position regarding Coronavirus on a daily basis and will update as required.