



## **EMERGENCY PANDEMIC PLAN**

Now that the alert status has been raised to pandemic level six for Influenza A (H1N1), we will be monitoring the situation in the Greater Toronto Area extremely closely. At the moment, it is very much 'business as usual' but should that position change we have a number of measures in place to try to ensure an acceptable level of customer service is maintained. These measures are designed to maintain continuity of supply to customers who rely on our food, while protecting staff by trying to prevent the spread of the disease.

In the event of a severe outbreak in the GTA, and in Brampton in particular, we anticipate scenarios that would impact our ability to fully function. These might include school and day care closures, suspension of public transit and sick members of staff. At that time, the following emergency procedures will be adopted.

### **Supply of Product**

For the duration of a period of a severe local outbreak, apetito intends to offer a limited range of products. These may not directly match distributor listed products or existing menus however they should allow us to maintain supply across a range of products and diets using an expected reduced level of available staff and a simplified range of raw materials.

### **Incoming Deliveries**

Access to the apetito premises will be restricted. The gate to the property will be locked, and staffed by security personnel. Only scheduled deliveries will be permitted entry. Drivers will be asked to remain outside the building and to follow strict procedures in transferring documents.



No skids or reusable containers will be returned for the duration of the pandemic. Incoming ingredients should be received in disposable containers only (e.g. corrugated cartons).

### **Plant Operations**

No visitors will be permitted into the building during the pandemic. The door will be locked although essential employees and service contractors only will be allowed to enter.

Anyone with flu symptoms will not be allowed in.

Everyone entering the building will be required to use the hand sanitizer provided.

Employees who have flu symptoms will be required to remain away from work for 7 days from the onset of symptoms or until they have been symptom-free for 24 hours, whichever is longer.

Employees whose roles and responsibilities do not require them to be present at the office will be asked to work from home where possible.

Priority will be given to food production and available personnel will be organized and assigned to critical activities on a priority basis. Food safety training will be provided to any employee required to handle food who does not normally do so.

### **Outgoing Shipments/Deliveries (apetito Trucks)**

All drivers and delivery personnel will be provided with hand sanitizer and personal protective equipment as recommended by the Health Authorities, and instructed on their use.



Priority will be given to existing customers and deliveries will be made in strict adherence to their requirements and pandemic procedures. Our drivers will remain outside of all customer premises and will wear appropriate protective equipment when transferring documents.

### **Warehouse**

Access to the apetito sections of Confederation Freezers will also be regulated. The main office door will be locked and all visitors must use the intercom provided. Upon entry to the building, everyone must use the hand sanitizer provided.

Vehicles should be reversed against the loading dock, but drivers must remain in their cab. Once the vehicle has been serviced, a drop box will be provided for the exchange of documents. The obtaining of signatures may be suspended during this period so that staff and visitors remain isolated as much as possible.

### **Communication**

We will endeavor to maintain communication with our customers via generic email bulletins throughout any emergency period.

### **Further information**

Please direct any questions to Sue Fraser, Technical Manager.

Tel. (905) 799-1022 ext. 204

Cell. (416) 625-3217

Email. [sue.fraser@apetito.ca](mailto:sue.fraser@apetito.ca)

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