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Date: 11-05-2020  
By: Quality department / management  
Concerns: Control measures taken related to the Corona (COVID-19) outbreak.

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Food safety, health and safety together with business continuity are the first priorities at Houtop. We currently do not see any immediate problems with deliveries of our products with regarding the Coronavirus. In general, food is not considered a possible carrier of the Corona virus. In addition, Houtop and all its suppliers demonstrably apply HACCP principles.

- Houtop follows the guidelines of the RIVM (<https://www.rivm.nl/coronavirus/covid-19>) with regard and also informs its employees about this. General information regarding corona has been shared with all employees.
- Employees have been asked to indicate whether they have recently been in contaminated areas or have close relations with persons who are/where contaminated, so that appropriate measures can be taken immediately if applicable.
- People with symptoms that may be related to Covid-19 are sent home immediately or asked to stay home.
- Use of personalized single-use masks for all employees, and distribution of disinfectant gel in all areas.
- The drivers of Houtop keep their cabin sanitized with disinfection after every delivery. They are instructed to deliver the goods following the regular protocols and to keep at least 1,5 m distance from the person(s) who are accepting the goods.
- The production line is lined up so that it is possible for every employee to keep a distance of 1,5 to another.
- The hand washing and hygiene protocol has been tightened. In addition to the hygiene procedures that apply in our production, this has been extended to the non-production areas; disinfecting hands, washing hands regularly.
- Visits by and visits to relations are kept to a minimum. Supplier's delivery of goods are done according to the normal protocol and the 1,5 m rule.

We are confident that we have provided you with sufficient information.

A handwritten signature in black ink, appearing to be 'W.J. Schuiling', written in a cursive style.

W.J. Schuiling  
QA advisor at Houtop