



**Memorandum**

**To: All Volunteers and Clients**

**Re: Coronavirus Response**

**Date: 17 March 2020**

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We are aware that you may have some concerns about the ongoing outbreak of the coronavirus and how it may impact you.

We would like to take the opportunity to reassure you that, we are committed to ensuring the health and safety of all those in the workplace, and are actively taking steps to minimise any potential impact of coronavirus on our employees, volunteers, clients and operations.

Nonna's Cucina is committed to the ongoing delivery of safe, healthy meals to the community. We have put in place a strict policy and procedures to ensure that we continue to provide our service safely. Nonna's Cucina is following the advice of health authorities with the number one priority being to prevent the rapid spread of COVID-19.

We continue to follow our food safety procedures and good hygiene practices however as an extra precaution we have supplied volunteers and staff with hand sanitiser to use between each home delivery. We have also supplied staff and volunteers with disposable gloves if they wish to use them. We also ask that staff, volunteers and clients have no contact and remain a metre away during the delivery. Please refrain from hand shaking, kissing, hugging and any other contact.

If you are unwell please contact the office immediately so that we can put measures in place to protect anyone involved. If you have recently been overseas or plan to in the near future, please contact the office immediately as this will impact your involvement with us.

If you have any questions or concerns in relation to this matter, please contact Marco Staltari or Luisa Greco on 8240 3491. Our clients, volunteers and staff continue to be our number one priority.

Kind Regards

Marco Staltari  
Acting CEO

Luisa Greco  
Compliance Manager