



Organic Food Federation

Information Sheet to All Operators

Issue 004

Issue Date 20/03/2020

URGENT - CORONAVIRUS

Due to Coronavirus crisis the Federation has had to make the following contingency plans concerning the office working.

Staff will work from home as from **Monday 23rd March** and these are their contact numbers for the following queries:

Staff member	Telephone number	Queries relating to
John Weldon	07593 876190	Technical Manager Technical queries relating to certification.
Viv McBride	01760 720444 (Tuesday and Wednesday)	Office Manager Accounts
Richard Wade	07716 958175	Assistant Manager New applicants Imports / exports Recipes / artwork Inspection allocations
Sarah Barford	07864 729185	Certification Administrator Certification queries relating to annual audits Agricultural queries
Marie Dickens	07864 729148	Admin Assistant / Reception General office enquiries

Like many other companies, we will have to rely on technology to send information to you. We therefore plan the following:

- All certificates will be emailed direct to you in PDF format and the original saved. If you require an original you can request it and we will send it out as soon as we are able.
- All letters, reports and invoices will be emailed direct to you.
- Telephone enquiries will be dealt with in the usual way.
- Audits
As things stand, audits will continue as normal and inspectors will contact you in the usual way.



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We will do everything we can to make this transition as smooth as possible, **however it could be subject to change as the situation develops.**

We hope that this will be resolved in time but it is likely to last for several months.

Please be assured that we will do everything to assist you if you have any problems.

We hope that all will remain well and that business continues as normal wherever possible.

Julian Wade

Director

Organic Food Federation