

## Coronavirus (COVID-19) – SALSA Statement

### Objective

To provide SALSA Members, auditors and stakeholders with guidance on SALSA's policy and procedure regarding Coronavirus (COVID-19)

### Background

Coronavirus (COVID-19) is a new strain of coronavirus first identified in Wuhan City, China in December 2019.

The symptoms of this new Coronavirus (COVID-19) include high temperature, dry cough, sore throat, or muscle aches. The current evidence is that most cases appear to be mild.

SALSA is committed to protecting the health of our clients, representatives and staff. As such, we will direct our staff and our members to take action to help prevent the spread of Coronavirus disease as outlined by the [UK Government](#) and the [Food Standards Agency](#)

You will appreciate that this situation is continuing to evolve. We continue to closely monitor Government guidelines and will update our policies and procedures as required to help limit the spread of coronavirus (COVID-19).

### COVID-19 Audit Policy

SALSA suspended all onsite audits (and visits) between 1<sup>st</sup> April and 17<sup>th</sup> July.

After this date onsite audits are possible, where both auditor and auditee are in agreement and effective risk reduction measures are in place (see [SPP23](#) Protocol for On-site Auditing During COVID-19 Restrictions).

Where onsite audits are not possible, [SPP22](#) SALSA Audits in Exceptional Circumstances (3 Stage Audit Process), should be followed. This incorporates Extension to Certification (Stage 1) outlined below.

For more information, please see SALSA Approval During Covid-19 Restrictions – [Member Guide](#)

### Extension to Certification Policy

Where certificates are likely to expire as a result of audit postponement an extension to certification may be granted. To qualify for certificate extension, SALSA members must MUST;

- ✓ Ensure your scheme membership is current, by purchasing your audit renewal
- ✓ Agree a new date with your auditor - within a reasonable timescale
- ✓ Then contact Salsa to request an extension to certification
- ✓ Successfully complete the extension process below

### Extension Process

Members will be asked to provide evidence of compliance to the SALSA Standard. This will include a copy of your latest Internal Systems Review (3.1.1) and other documents to be requested by SALSA, based on a risk assessment. SALSA will confirm to you directly what information is required.

On receipt and successful review of the above information, extension will be granted, and members will be provided with a new temporary certificate. This will have been updated with a revised expiry date, set sixteen weeks from the certificate anniversary date, which will remain the same.

We continue to closely monitor Government guidelines and will update our policies and procedures as required to help limit the spread of coronavirus (COVID-19).

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## Approval

This document was originally approved by:

SALSA Operations	06/03/2020
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## Availability

This document is made available via the SALSA website to:

Governance Board	Yes
Technical Advisory Committee	Yes
Auditors/Mentors	Yes
Members	Yes
Buyers	Yes
Public	Yes