

Personal Hygiene Policy and Procedures

Food Service Staff shall adhere to the following principles when handling food items or food packaging:

Personal Cleanliness and Hygiene:

1. Maintain personal cleanliness and hygiene.
2. Nails should be kept clean and properly trimmed.
3. **GENERAL WOUND HYGIENE:** Disposable gloves must be worn if bandages or cuts are present on hands or if required by the task you are performing.
4. **RESTRICTIONS:** If you are affected or suffering from open lesions, boils, sores, infected wounds, vomiting, fever, sore throat with fever, jaundice (yellowing of skin and eyes) diarrhea or any other infectious, contagious or communicable illness or disease, you cannot be allowed to work with edible food products. Any of these could contaminate foods, food contact surfaces or food packaging with microorganisms. Even if you wash your hands, you may pass germs to the food.

Hair Restraints:

1. Hair restraints must be worn when entering the kitchen.
2. Hair on your head must be covered and restrained using a hair net or hat. It is your responsibility to wear the hair restraint effectively, making sure that it covers your hair completely, so none can escape and fall into food or onto food processing areas. Long hair must be tied back and under restraint. Hair is one of the leading adulterants of food.
 - a. Cleanly shaved heads are an effective way to restrain hair from getting into the product. Those with cleanly shaven heads will not be required to wear a hair net. Clean-shaven means shaved every day.
 - b. Hair nets or hats do not need to be removed before breaks or lunch.
 - c. Beard guards or masks must be worn if facial hair exceeds $\frac{1}{4}$ ".
3. Mustaches are permitted if trimmed and above the corners of the mouth. Any mustache that extends beyond the corners of the mouth requires a facial net.

Clothing:

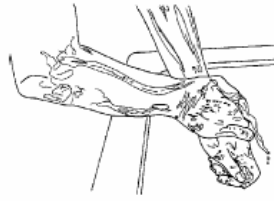
1. Chef coats or other uniforms must be clean. Replace with a fresh one if necessary.
2. Remove uniforms whenever you leave your designated work area. Hooks are provided for this purpose.
3. All Food Service Staff must wash their hands upon entering the facility.
4. Disposable gloves are used for raw meat handling, RTE foods, vegetable processing, baking, filling and assembly. They are changed intermittently when soiled with pathogenic and / or physical contaminants.
5. Closed shoes must be worn in all Kitchen, Production and warehouse areas.
6. No open shirts are allowed (for example, tank tops, and muscle shirts). T-shirts with the sleeves intact are acceptable.
7. Jewelry is not permitted. This includes wristwatches, earrings, exposed body rings, rings with settings, or other objects, which are insecure (items in shirt pockets, necklaces, etc.). It can fall into the product; it can be snagged in machinery; it cannot be cleaned and sanitized properly. A plain wedding band or medic alert tags are the only exception to this rule.
8. Fingernail polish and/or false fingernails are not permitted unless protected by gloves.
9. False eyelashes are not permitted.

General Practices:

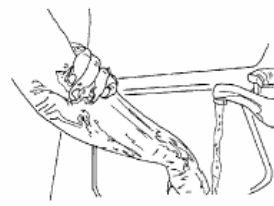
1. All personnel, supervisors and guests entering the kitchen must wear assigned protective clothing and hair restraints; NO EXCEPTIONS.
2. Spitting, smoking and chewing tobacco is not allowed.
3. Employee food and/or personal effects shall not be stored or placed in the kitchen. This includes (but is not limited to) foods, chewing gum, beverages, tobacco, medicines and like products, sweaters, jackets, shoes, newspapers, books, etc. All personal property should be stored in the office, in lockers or the break room.

Hand washing:

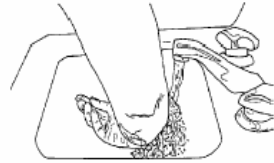
1. Hands must be washed following proper hand washing procedure.



1. Wet hands with warm water and lather with soap.



2. Lather to your elbows. Scrub backs of hands, wrists, between fingers and under fingernails for 20 seconds.



3. Rinse all washed areas thoroughly.



4. Dry hands with a single use towel.

2. Wash hands every time when entering the kitchen.
3. Hands must be washed after:
 - a. Coughing or sneezing
 - b. Changing gloves.
 - c. Touching garbage cans
 - d. Or whenever they may have become contaminated
4. Wash hands after using the restroom.
5. Lather well, especially around fingernails, and use lots of water to wash away the soap and germs when washing hands.
6. Dry hands with a clean paper towel.
7. Do not apply hand lotion after washing your hands, as it could get on the food or equipment you are working with. .
8. When you wear gloves, change them and wash your hands when they become contaminated or whenever there is a need to take them off.