

HACCP-Based SOPs

Employee Health and Personal Hygiene

PURPOSE: To prevent contamination of food by foodservice employees.

SCOPE: This procedure applies to foodservice employees who handle, prepare, or serve food.

KEY WORDS: Personal Hygiene, Cross-Contamination, Contamination

INSTRUCTIONS:

All foodservice employees will maintain good personal hygiene practices to ensure food safety.

All employees in school foodservice must:

Grooming:

1. Arrive at work clean – clean hair, teeth brushed, bathe and use deodorant daily.
2. Maintain short, clean, and polish-free fingernails. No artificial nails are permitted in the food production area.
3. Wash hands (including under fingernails) and up to forearms vigorously and thoroughly with soap and warm water for a minimum of 20 seconds:
 - When entering the facility before work begins.
 - Immediately before preparing food or handling equipment.
 - As often as necessary during food preparation when contamination occurs.
 - In the restroom after toilet use, and when you return to your work station.
 - When switching between working with raw foods and working with ready-to-eat or cooked foods.
 - After touching face, nose, hair, or any other body part, and after sneezing or coughing.
 - After cleaning duties.
 - Between each task performed and after changing disposable gloves.
 - After smoking, eating, or drinking.
 - Any other time an unsanitary task has been performed – i.e. taking out garbage, handling cleaning chemicals, wiping tables, picking up a dropped food item, etc.
4. Wash hands only in hand sinks designed for that purpose.
5. Dry hands with single use towels. Turn off faucets in a sanitary fashion using a paper towel, in order to prevent recontamination of clean hands.

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Employee Health and Personal Hygiene, continued

INSTRUCTIONS, continued:

Proper Attire:

1. Wear appropriate clothing – clean uniform with sleeves and clean non-skid close-toed work shoes (or leather tennis shoes) that are comfortable for standing and working on floors that can be slippery.
2. Wear school-issued apron on site.
 - Do not wear apron to and from work.
 - Take off apron before using the restroom.
 - Change apron if it becomes soiled or stained.
3. Wear disposable gloves with any cuts, sores, rashes, or lesions. Gloves generally are worn when handling ready-to-eat foods that will not be heat-treated again. Gloves should be worn when serving food.
4. Change disposable gloves as often as handwashing is required. Wash hands after discarding gloves.

Hair Restraints and Jewelry:

1. Wear a hair net, bonnet or approved hair restraint in any food production area so that all hair is completely covered.
2. Keep beards and mustaches neat and trimmed. Beard restraints are required in food production areas.
3. Refrain from wearing jewelry in the food production area.
 - Only a plain wedding band and a watch are permitted.
 - No necklaces, bracelets, or dangling jewelry are permitted.
 - No earrings or piercings that can be removed are permitted.

Illness:

1. Report any flu-like symptoms, diarrhea, and/or vomiting to the unit supervisor. Employees with these symptoms will be sent home, or re-assigned non-food related duties or sick leave, whichever is most appropriate. Instances of *Hepatitis A*, *Salmonella Typhi*, *Shigella*, or *E. Coli O157:H7* must be reported to the unit supervisor.

Cuts, Abrasions, and Burns:

1. Bandage any cut, abrasion, or burn that has broken the skin.
2. Cover bandages on hands with gloves and finger cots as appropriate.
3. Inform unit supervisor of all wounds.

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Employee Health and Personal Hygiene, continued

INSTRUCTIONS, continued:

Smoking, eating, and gum chewing:

1. Eat and drink in designated areas only. A closed beverage container may be used in the production area.
2. Refrain from chewing gum or eating candy during work in a food production area.
3. Wash hands before returning to any food service area.
4. Smoking is not allowed on any school premises or within the designated perimeter around the school property.

MONITORING:

- A designated foodservice employee will inspect employees when they report to work to be sure that each employee is following this SOP.
- The designated foodservice employee will monitor that all foodservice employees are adhering to the personal hygiene policy during all hours of operation.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard affected food.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will verify that foodservice employees are following this SOP by visually observing the employees during all hours of operation. The foodservice manager will complete the Food Safety Checklist daily. Foodservice employees will record any discarded food on the Damaged or Discarded Product Log. The Food Safety Checklist and Damaged or Discarded Product Logs are to be kept on file for a minimum of 1 year.

DATE REVIEWED: _____ **BY:** _____