



Facility Name: \_\_\_\_\_

Department: \_\_\_\_\_

Policy No: \_\_\_\_\_

## STANDARD OPERATING PROCEDURE

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### Visitors in the Kitchen

**Policy:** Visitors in the kitchen are kept to a minimum, and when visitors are present, they must adhere to the food safety practices followed in the kitchen.

**Procedure:** Employees and managers must:

1. Limit the access of visitors in the food production areas.
2. Provide hair restraints for all visitors to the food production areas.
3. Ask all visitors to wash their hands following the foodservice operation's procedures.

The restaurant employees and restaurant manager will:

1. Post signs to inform all visitors of the following procedures:
  - Limited access to restaurant production areas
  - Location of and proper use of hair restraints
  - Location and proper use of handwashing sinks.
2. Observe to ensure that procedures for visitors are followed.
3. Monitor visitors in kitchen.