



Facility Name: _____

Department: _____

Policy No: _____

STANDARD OPERATING PROCEDURE

Employee Health and Personal Hygiene

Policy: All foodservice employees will communicate health concerns and maintain good personal hygiene practices to safety of food.

Procedure: All restaurant employees must:

Grooming:

1. Arrive at work clean with clean hair, clean clothing, teeth brushed, bathed and daily use of deodorant.
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 period of 20 seconds, following Handwashing SOP:
 - When entering the facility before work begins.
 - Immediately before preparing food or handling equipment.
 - As often as necessary during food preparation when contamination occurs.
 - Before putting on gloves to start a task that involves working with food.
 - In the restroom after toilet use and when you return to your work station.
 - When switching between working with raw foods and 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 before wearing 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 designated for that purpose.
5. Dry hands with single use towels or forced air dryer. Turn off faucets using a paper towel, in order to prevent recontamination of clean hands.

Fingernails

1. Fingernails should be trimmed, filed, and maintained so edges and surfaces are cleanable and not rough.

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 apron on site, as appropriate.
 - Do not wear apron to and from work.
 - Take off apron before using the restroom.

Employee Health and Personal Hygiene, cont.

- Remove apron when leaving the foodservice area.
- Change apron if it becomes soiled or stained.
- Follow Glove Use SOP.
- Only gloves approved for foodservices should be used.
- Wear provided, disposable gloves to cover any cuts, sores, rashes, or lesions.
- Wear gloves when handling ready-to-eat foods that will not be heated-treated. Gloves should be worn on utensils used when serving food.
- Change disposable gloves between tasks or every four hours if uninterrupted work on continuous task has occurred. Note that opening a refrigerator door to place pan of prepared product is considered a new task. Wash hands before donning and after discarding gloves. Do not blow into gloves, roll gloves, or wash and reuse gloves.

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Hair Restraints and Jewelry:

1. Wear a hair net or bonnet in any food production area so that *all* hair is completely covered.
2. Front-of-house staff must wear a hair restraint that keeps hands out of hair and hair out of food.
3. Keep beards and mustaches (only allowed for front of house staff) neat and trimmed. Facial hair (beard) restraints are *required* in any food production area. Note, restaurants can impose greater rigor and ban any facial hair.
4. Do not wear false eyelashes.
5. Refrain from wearing jewelry in the food production area to prevent physical and microbial contamination of foods.
 - Only a plain wedding band.
 - 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, jaundice, sore throat with fever, uncovered open wounds with fluid, boils, and/or vomiting to the unit supervisor. Employees with these symptoms will be sent home with the exception of symptoms from a noninfectious condition. ; Employees could be re-assigned to activities so that there is no risk of transmitting a disease through food.
2. Instances of illness or recent exposure to *Norovirus*, *Hepatitis A*, *Nontyphoidal Salmonella*, *Salmonella Typhi*, *Shigella*, or *Shiga Toxin-producing Escherichia Coli* must be reported to the unit supervisor. Exclude the foodservice employee if diagnosed with an infection from *Norovirus*, *Hepatitis A*, *Nontyphoidal Salmonella*, *Salmonella Typhi*, *Shigella*, or *Shiga Toxin-producing Escherichia Coli*.

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, and change as appropriate.
3. Inform unit supervisor of all wounds.

Smoking, eating, and gum chewing:

1. Smoke, eat and chew gum only in designated areas. No smoking or chewing tobacco shall occur inside production facilities.
2. A closed beverage container with a straw or a sip-lid top may be used in the production area if the container is handled to prevent contamination of 1) the employee's hands, 2) the container,

and 3) exposed food, clean equipment, utensils, linens, and unwrapped single-service and single-use articles.

3. Refrain from chewing gum or eating candy during work in a food production area.
4. Follow approved tasting procedures such as two-spoon technique.

The restaurant manager will:

1. Monitor to ensure employees are following proper hygiene requirements when they report to work.
2. Maintain signed statements from employees agreeing to report illness.
3. Post signs reminding staff to notify managers when sick.
4. Work with local regulatory agency to monitor reportable illnesses.
5. Follow up as necessary.