

STANDARD OPERATING PROCEDURE

FACILITY: _____

SUBJECT: PERSONAL HYGIENE

Employees are required to adhere to the following Personal Hygiene procedures:

- Employees experiencing persistent sneezing, coughing, or a runny nose that causes discharges from the eyes, nose, or mouth may not work with exposed food; clean equipment, utensils, and linens; or unwrapped single-service or single use articles.
- Any cuts, burns, boils or skin infections on employees must be completely covered by a waterproof bandage.
- Food employees wearing fingernail polish or artificial nails must wear intact gloves when working with exposed foods. While preparing food, employees may not wear jewelry on the arms and hands (Except for a plain ring such as a wedding band).
- Employees with bandages on their hands are required to wear single-use gloves.
- Employees will not be allowed to eat or use of tobacco in food preparation or equipment areas. Employees will utilize only designated areas for eating and tobacco use.

Employees will/will not be allowed to drink in food preparation areas. (circle one)

(If employees are permitted to drink in food prep areas, they will drink from approved containers (cups with lids and straws))

Employee clothing or work uniforms must be clean. Specify the type of uniform or clothing employees will wear.

Employees must wear effective hair restraints such as hats, hair coverings or nets, beard restraints, and clothing that covers body hair, that are designed to keep their hair from contacting exposed food, clean equipment, utensils, linens, unwrapped single-service and single-use items. Describe the type of hair restraint that will be worn by employees.

Who will make sure Personal hygiene practices are followed? (PIC, Store Manager, Shift Leader, etc.)

How will problems be corrected? If employees are observed not following procedures for personal hygiene, how will problems be addressed and by whom?

Date Created: _____

By: _____

Last Revised: _____

By: _____