



School District: \_\_\_\_\_

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

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

## Standard Operating Procedure

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### Employee Health and Personal Hygiene

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

**Procedure:** All employees in school foodservice must:

#### Grooming:

1. Arrive at work clean – clean hair, teeth brushed, bathed and used 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 period 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 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. Turn off faucets using a paper towel, in order to prevent recontamination of clean hands.

#### 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, as appropriate.
  - Do not wear apron to and from work.
  - Take off apron before using the restroom.
  - Change apron if it becomes soiled or stained.

Policy last revised on: \_\_\_\_\_



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### Employee Health and Personal Hygiene, continued

3. Wear disposable gloves with any cuts, sores, rashes, or lesions. Wear gloves when handling ready-to-eat foods that will not be heated-treated. Gloves should be worn when serving food.
4. Change disposable gloves as often as handwashing is required. Wash hands before donning and after discarding gloves.

#### Hair Restraints and Jewelry:

1. Wear a hair net or bonnet 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 any food production area.
3. Refrain from wearing jewelry in the food production area.
  - 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, 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. Instances of *Norovirus*, *Hepatitis A*, *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*, *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 only in designated areas. No smoking or chewing tobacco shall occur inside production facilities.
2. Eat and drink in designated areas only. A closed beverage container may be used in the production area.
3. Refrain from chewing gum or eating candy during work in a food production area.

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### Employee Health and Personal Hygiene, continued

The unit supervisor will:

1. Ensure employees are following proper hygiene requirements when they report to work.
2. Follow up as necessary.

Policy last revised on: \_\_\_\_\_