SAMPLE –

Standard Operating Procedure – Employee Health & Personal Hygiene

PURPOSE & SCOPE

This Standard Operating Procedure (SOP) describes the policy that staff will adhere to in order to ensure all foodservice employees will maintain good personal hygiene and follow proper Employee Health practices to ensure food safety.

PROCEDURES

1. Follow all Michigan Food Code regulations governing Food Establishments

POLICIES

1. Grooming:
    a. Arrive at in a clean condition – clean hair and clean outer clothing.
    b. Fingernails should be trimmed, clean, polish-free, and maintained so edges and surfaces are cleanable and not rough. No artificial nails are permitted in the food production area.
    c. Wash hands (including under fingernails) and up to forearms vigorously and thoroughly with soap and warm water for a period of 20 seconds:
        i. When entering the facility before work begins.
        ii. Immediately before preparing food or handling equipment.
        iii. As often as necessary during food preparation when contamination occurs.
        iv. In the restroom after toilet use and when you return to your work station.
        v. When switching between working with raw foods and working with ready-to-eat or cooked foods.
        vi. After touching face, nose, hair, or any other body part, and after sneezing or coughing.
        vii. After performing any cleaning duties.
        viii. Between each task performed and before wearing disposable gloves.
        ix. After smoking, eating or drinking.
        x. 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.)
    d. Wash hands only in hand sinks designated for that purpose.
    e. Dry hands with single use towels. Turn off faucets using a paper towel in order to prevent recontamination of clean hands.

2. Proper Attire:
    a. Wear appropriate clothing- clean uniform with sleeves and clean non-skid close-toes work shoes that are comfortable for standing and working on floors that can be slippery.
    b. Aprons used by employees are to be hung in a designated area when not in use. They are not to be worn in the toilet area, eating areas or locker rooms.

c. Use disposable gloves, or dispensing equipment such as tongs, spatulas or tissue paper when handling ready-to-eat foods that will not be heat-treated.
d. Change disposable gloves as often as handwashing is required. Wash hands before donning and after discarding gloves.

3. Hair restrains and jewelry:
    a. Effective hair restraints must be worn in food preparation and service areas such as a hat or hair net. Visors are not approved
    b. Keep beard and mustaches neat and trimmed. Beard restraints are required in any food production area.
    c. No jewelry (except a wedding band or other plain ring or medical identification bracelet) is allowed during handling of food.

4. Illness:
    a. Food employees shall report to Person in Charge when they have a symptom caused by illness, infection, or other source that is:
        i. Associated with, diarrhea, vomiting or other acute gastrointestinal illness
        ii. Jaundice
        iii. Sore throat with fever
        iv. A boil, infected wound or other lesion containing pus that is open or draining. If located on the hands or wrists, a finger cot that protects the lesion and a single use glove must be worn. Lesions on exposed portions of the arms must be protected by an impermeable cover.
    b. Employees with gastrointestinal symptoms (vomiting and/or diarrhea) will be excluded for a minimum of 48 Hours after symptoms have stopped.
    c. Employees with jaundice will be excluded until laboratory results indicate the individual is not currently infected with Hepatitis A.
    d. Employees with acute respiratory infection or sore throat with fever will be excluded until symptom free.

5. Cuts, Abrasions and Burns:
    a. Bandage any cut, sores, rash, lesion, abrasion or burn that has broken the skin.
    b. Wear disposable gloves to cover bandages on hands. Change as appropriate.
    c. Inform Person in Charge of all wounds.

6. Smoking, eating and gum chewing:
    a. Eating and drinking is prohibited in areas where contamination of exposed food, clean equipment, utensils, unwrapped single-service and single use articles could occur.
    b. Smoke only in designated areas. No smoking or chewing tobacco shall occur inside food preparation and service areas.
    c. A closed beverage container may be used in the kitchen if the container is handled to prevent contamination.

   d. Refrain from chewing gum or eating candy while working in food preparation areas.
7. No Bare Hand Contact with Ready To Eat (RTE) Foods
   a. Food handlers may use single service gloves, tongs, spatulas, serving spoons, deli paper and/or toothpicks to prevent contact with ready to eat food items with bare hands during food preparation and/or service.

MONITORING

1. Person in Charge will:
   a. Visually inspect employees when they report to work to ensure all employees are adhering to the health and hygiene policies.
   b. Visually monitor employee handwashing during all hours of operation.
   c. Visually monitor employees during all hours of operation to ensure proper procedures are followed to avoid bare-hand contact with ready-to-eat foods.
   d. Visually observe handwashing sinks to ensure all handwashing sinks are properly supplied during all hours of operation.

CORRECTIVE ACTION

1) Retrain any employee found not following the procedures in this SOP.
2) Ensure employees that are observed not washing their hands at the appropriate times are required to immediately wash their hands using the proper procedures
3) Ensure employees that are observed contacting ready-to-eat food with bare hands are retrained to ensure proper procedures to avoid bare hand contact with ready-to-eat foods and proper handwashing procedures.
4) Ensure employees exhibiting signs of illness are excluded for the period of time outlined in this SOP.

DATE IMPLEMENTED: _____ BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____