

HACCP Europa.com	STANDARD OPERATING PROCEDURE	<i>Issue: 1</i>	<i>Ref No:</i>
		<i>Issued by:</i>	
		<i>Approved by:</i>	
	Personal Hygiene	<i>Issue date:</i>	
		<i>Approval date:</i>	
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SCOPE: This procedure applies to employees who handle, prepare, or serve food.

PURPOSE: To prevent contamination of food by employees.

RESPONSIBILITY: It is the responsibility of the management to ensure that the following procedures are adhered to and understood by all relevant personnel and the personnel follow State or local health department requirements.

INSTRUCTIONS:

1. Arrive at work clean – clean hair, teeth brushed, and bathed with deodorant used daily.
2. Maintain short, clean, and polish-free fingernails. No artificial nails are permitted in the food production area.
3. Refer to Handwashing SOP. 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 tables.
 - 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.

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5. Dry hands with single use towels. Turn off faucets using a paper towel in order to prevent recontamination of clean hands.
6. Excessive perfume and aftershave are not permitted to be worn as they may taint the product.

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.
 - Change apron if it becomes soiled or stained.
3. Wear disposable gloves with any cuts, sores, rashes, or lesions. Wear gloves when handling ready-to-eat foods that will not be heat-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.
5. The protective clothing must be left in the locker room every time when leaving for the break or to the toilet.

Hair Restraints and Jewelry:

1. Wear a hair net or cap in any food production area that completely covers all hair.
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 is permitted.
 - No necklaces, bracelets, or dangling jewelry are permitted.
 - No earrings or piercing that can be removed are permitted.

Illness:

Report any flu-like symptoms, diarrhea, and/or vomiting to the restaurant manager. Employees with these symptoms will be sent home with the exception of symptoms from a noninfectious condition. These 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

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be reported to the restaurant manager. Exclude the restaurant employee if diagnosed with an infection from *Norovirus*, *Hepatitis A*, *Salmonella Typhi*, *Shigella*, or *Shiga Toxin-producing Escherichia Coli*.

Cuts, Abrasions, and Burns:

1. Inform manager of all wounds.
2. Bandage any cut, abrasion, or burn that has broken the skin.
3. Treat and plaster wounds and sores immediately. When hands are plastered, single-use gloves must be worn.
4. Cover a lesion containing pus with a plaster. If the lesion is on a hand or wrist, cover with an impermeable cover such as a finger cot or stall and a single-use glove. Only blue waterproof dressings may be used. The issuing of the plaster must be recorded on Plaster Log, and is checked at the end of the day to ensure it has not fallen into any product. If a plaster is lost it must be reported immediately and a corrective action completed.

Contact with Blood and Bodily Fluids

1. Contain the source of the blood.
2. Wear disposable gloves when exposed to blood or bodily fluids to minimize the risk of contamination.
3. Dispose of contaminated gloves so that they do not come in contact with other people, food, or equipment. Dispose of any contaminated foods.
4. Clean and sanitize any affected food contact surfaces. Cleaning supplies should be washed after use.
5. Follow procedures outlined by the restaurant manager.
6. Seek assistance from someone trained to handle blood or bodily fluids as needed.

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.

Tasting Method:

1. Remove a sample of a product from the container with one spoon.

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2. Transfer the product sample onto a second spoon, away from the original food container or preparation area.
3. Sample the product by tasting.
4. Never re-use used spoons. Use clean and sanitary spoons each tasting. Always use two spoons to ensure sanitary practices are being followed and the product is not contaminated.

MONITORING:

1. A designated employee will inspect employees when they report to work to be sure that each employee is following this SOP.
2. The designated employee will monitor that all employees are adhering to the personal hygiene policy during all hours of operation.

CORRECTIVE ACTION:

1. Any employee found not following the procedures in this SOP to be retrained
2. Discard affected food.

VERIFICATION AND RECORD KEEPING:

1. The manager will verify that employees are following this SOP by visually observing the employees during all hours of operation.
2. The manager will complete the Food Safety Checklist daily.
3. Employees will record any discarded food on the Damaged or Discarded Product Log.

RECORDS APPLIED TO THIS PROCEDURE:

- Food Safety Checklist
- Plaster Log
- Damaged or Discarded Product Log

DOCUMENTATION RETENTION:

The records applied to this procedure are to be kept on file for a minimum of 3 years.