

Food Safety Plan. Part 2

In this section we will cover:

1. Training and overview of health, hygiene and other practices for anyone who handles produce at the farm must follow.
2. Resources needed and guidelines to support health and hygiene practices.

G-4 Worker Education & Training

G-10 Worker Health/Hygiene and Toilet/Handwashing Facilities

All hired workers, family members, friends, and contracted personnel will be trained on the importance of worker health and hygiene and expectations regarding use of bathrooms, handwashing stations and break areas. The food safety coordinator will choose training tools, curriculum, and the method of documenting that employees and workers have been trained.

The Food Safety Manager is responsible for supervising personnel to ensure compliance with these policies. Policies are posted in appropriate places to serve as a reminder to employees.

G-4.1 Training of Personnel

All personnel will receive training at hire, and thereafter at least annually.

At a minimum, the training will include:

- (1) Potential sources and causes of contamination
- (2) Sanitation and personal hygiene practices outlined in training posters
- (3) Proper handwashing techniques
- (4) Equipment and tool sanitation
- (5) Training for their job to be conducted

Everyone who has undergone training will sign the **General Health and Hygiene Policy** and any group trainings will be documented in the **Food Safety Training Record**

G-10.3-10.6 Toilet Facilities

1. This operation provides at least one toilet for every 15 employees, and all toilets are within a ¼ mile from every field, or a 5-minute walk or drive away.
2. All toilet facilities are located away from production areas so they do not become a source of contamination.
3. Toilets facilities are cleaned by personnel or the rental company as needed (**daily, biweekly or weekly**). Any leaks or service issues are handled immediately.
4. Toilet paper is only to be disposed of in the toilet, not in a trash can.
5. Toilet and wash stations shall be maintained in a clean and sanitary condition. Toilet paper will always be adequately stocked, and a handwashing station shall be attached or adjacent to the toilet facilities. Employees are trained to report to a supervisor when supplies are low.

G-10.7-10.8 Handwashing

- Personnel shall wash their hands at any time when their hands may be a source of contamination, including:
 - ✓ At the start of work,
 - ✓ After blowing one's nose, coughing and sneezing(C),
 - ✓ After assisting a visitor or customer(C),
 - ✓ After each visit to a toilet,
 - ✓ After handling contaminated material,
 - ✓ After eating, or drinking,
 - ✓ After breaks and prior to returning to work,
 - ✓ After touching animals or waste.
- **Hand sanitizers** are effective against the virus that causes COVID-19, but not other foodborne pathogens, so hand washing is done before using hand sanitizer.
- Signage requiring handwashing is posted. **Provided with signage.**
- Handwashing facilities are adjacent to toilet facility, and in other **convenient locations** around the farm. Handwashing stations must include: potable water, hand soap, Single-use towels for hand drying, a lined, lidded trash can.
- If using a gravity fed system that is not plumbed, a bucket or tank to capture used wash water must be present and **disposed of properly and routinely.**

G-10.9-10.11 Glove Use and Protective Clothing Use Policy

- **All employees will wear clean clothing at the start of each work day.** All clothing, including footwear, shall be effectively maintained and worn so as to protect product from risk of contamination. This means all clothing and footwear must be clean. If employees tend livestock and work in produce fields, footwear and/or some clothing might need to be change prior to moving between livestock and the produce fields.
- **Gloves are not mandatory for any task on the farm,** except for covering a bandage over a minor cut or lesion. Gloves may be used by employees if those employees so wish. If gloves are used, hands must be washed prior to putting gloves on.
- When **reusable gloves** (cloth, rubber, or other) are used, gloves should only be used in contact with produce when they are new and/or washed and sanitized prior to using.
 - Clean, reusable gloves will be stored in a designated area and protected from potential cross contamination.
 - Dirty, reusable gloves will be stored in a designated area to ensure it is evident that the gloves are dirty and ready for washing and sanitizing prior to use, however may be used for maintenance without washing.

- No **protective clothing** is required at this operation. Any extra employee clothing is stored in a designated area and kept clean to protect produce from contamination.
- **Jewelry** that is loose fitting cannot be worn by employees unless it is covered and poses no risk of falling into produce. Watches and rings that have no stones (i.e., wedding band) can be worn. **OPTIONAL**
- **Hair** below the shoulder shall be pulled back or covered (hairnet or hat) when working with produce in the packing facility. **OPTIONAL**

G-10.14-10.17 Employee Breaks

- Personal belongings of employees will be stored in a designated area, and shall not come into contact with produce or any food contact/handling zones. Trash receptacles will be available.
- Eating, chewing gum or tobacco, smoking drinking (other than water) is prohibited except in break areas.
- Spitting, urinating, or defecating is strictly prohibited in any production or packing area.
- Drinking water will be available for employees at all times.

G-10.18-10.21 Illness, Blood and Bodily Fluid Policy

- First aid kit will be available at the farm and packing area.
- Workers, visitors, or buyers with intestinal illnesses or infectious disease will not be allowed to come in contact with fresh produce or food contact surfaces. Workers will be reassigned duties if they choose not to go home.
- In the event that a worker becomes ill or injured, that worker shall seek first-aid immediately. The worker shall leave the field and move away from produce handling areas. If any part of the farm was contaminated by bodily fluids, follow the “decontamination” procedure.

Field Decontamination Procedure

The field can become contaminated by fecal matter from animals or bodily fluids from workers. If this happens, take the following steps:

1. The area must be clearly marked and isolated to prevent cross-contamination. Mark off a 3 x 3 area around the contamination.
2. Wear disposable gloves to clean up bodily fluids.
3. Collect all produce that may have been contaminated and place it in a double heavy plastic garbage bag or container.
4. Clean the area by using a shovel or disposable paper towels to collect source of contamination and/or soil.
5. Place into a double heavy plastic garbage bag.
6. Close the bags and dispose of them properly in the trash or by burning.
7. Place shovels in a separate bag to prevent them from cross-contaminating workers, soil, or produce, and move them to the designated area for later decontamination using appropriate cleaning and sanitizing methods.
8. As soon as possible, decontaminate (wash & disinfect) the tools used in cleanup.
9. Document the incident on the NUOCA form.

G-4.1 Training of Personnel

Food Safety Training Record (Entrenamiento de Food Safety)

Date (Fecha):

Topics covered (Temas cubiertos):

Training offered by (Entrenamiento ofrecido por):

Name/Nombre	Signature/Firma

Food Safety Manager Signature: _____ Date: _____

G-4.1 Training of Personnel

Health and Hygiene Policies for all employees – Review

1. Employee clothing must be clean at the start of the work day and appropriate for the operation.
2. **Jewelry is not allowed for workers in the packing facility**, with the exception of rings that are covered by gloves.
3. Cell phones must be kept secure. Cell phones or other items should not be kept in pockets if there is risk of them falling out.
4. Personal belongings, including sacks, lunch bags, and clothing not being worn, should be stored in a designated area away from the field or packing lines.
5. Employees should not walk, step, sit, or lie on raw produce, packaging material, or food contact surfaces of equipment.
6. Chewing gum/tobacco, smoking, eating, and drinking (other than water) are prohibited in the field area where crops are growing and other produce handling areas, but are allowed in designated break areas.
7. Absolutely no urinating, defecating, spitting or nose-blowing on the ground in or around the fields is allowed. Never allow any body fluid of any kind to come into contact with produce or in any of the work environment where not specifically allowed.
8. Hands must be washed before starting work, after breaks, after using the bathroom, and after touching unsafe materials (such as tools or human body parts). Employees will be regularly observed for compliance with the requirement of washing hands.
9. Proper personal hygiene and sanitation must be practiced by all personnel.
10. All employees need to wear a hair covering during produce packing activities. **OPT**
11. Personnel must promptly report and seek treatment for any illness, lesions, boils, sores, infected wounds, or other injury. Sick employees with diarrhea, nausea, jaundice and fever should not come to work or should check with their supervisors before starting work. All workers diagnosed with an illness or workers with diarrheal symptoms are not allowed to work in direct contact with produce or in other work environments, such as the field.
12. If produce or a food contact surface comes in contact with blood and bodily fluids it needs to be destroyed and discarded and food contact surfaces cleaned, disinfected and sanitized. Contact supervisor and follow directions provided.
13. First-aid kits will be kept on-site and readily available to workers.
14. Employees should check for appropriate pesticide warning signs before entering a field or starting work.
15. All employees must attend food safety and personal hygiene training before starting work. All employees will be required to sign a roster stating that they received, understand, and will comply with these requirements.

16. A non-compliance form will be completed if these policies are not followed and training will need to be repeated.

17. Toilet tissue is to be disposed of directly into toilet, not the trashcan.

By signing this document, I agree that I understand all of content of the General Health and Hygiene Policy in full and will adhere to all policies set forth.

Signature of

Employee: _____ Date: _____

G-10.3-10.6 Toilet Facilities**Monitoring logs for bathrooms/ handwashing stations****Unit /location:**

Date	Checked (✓)	Cleaned (✓)	Stocked Supplies (✓)	Comments	Initials