



Personnel Hygiene Best Practices

Senior management should assess the level risk within each area of their facility to determine adequate measures.

Senior management shall ensure hazardous working conditions for employees are identified and preventive measures taken.

Senior management have a mechanism in place for employees to report a disease or illness, symptoms of a disease or illness, or an open or infected lesion. Where there is a risk of contamination, the employee is prevented from working in areas with contact to the product. Limit entrance to the production floor.

Personal hygiene applies to all relevant personnel, contractors and visitors. All employees handling products are responsible to report illness and injuries to their supervisor!

Signs of sickness:

- Cough, Runny nose
- Itchy, watery eyes
- Vomiting, diarrhea
- Open cuts, skin infections

Employees with, or have been exposed to, contagious diseases or exhibit open lesions shall not work directly on packaging materials!

Behaviour:

- Wash hands before entering production area and sanitize frequently.
- Wear a face mask if coughing and sneezing. Replace daily.
- Wear single use gloves. Change when dirty or discard at the end of shift.
- Wear hairnet for open product area.
- Sneeze into the crook of your arm to prevent getting germs on your hands and contaminating food packaging materials or spreading infectious diseases.
- Refrain from touching face and head.



Conduct:

- Open wounds on exposed areas of the skin shall be adequately covered with a metal strip dressing of a contrasting colour, different from the products.
- Clothing and footwear shall be maintained suitably clean. No open footwear.
- No food, candies, gum or cough lozenges while working on the production floor.
- No drinking beverages other than water on the production floor.
- No brushing up against packaging.
- No horseplay.

Regularly inspect hand wash stations, sanitizers, and supplies. Observe and reinforce good hygiene practices. Communicate regularly with employees to assess their wellness.

These best practices do not exhaust the extent of actions to be taken. Risk analysis will determine adequate measures.