

SAMPLE SOP: PERSONAL HYGEINE

PERSONAL HYGIENE SOP

PURPOSE: To prevent contamination of food by food handlers

SCOPE: This procedure applies to foodservice employees who handle, prepare, or serve food.

KEY WORDS: Personal Hygiene, Cross-Contamination

1. **Personal Hygiene** means practices associated with the preservation of health and healthy living. Personal hygiene practices include not working with food when sick, washing hands in an approved manner and at required times, using clean gloves and utensils when handling food, keeping fingernails trimmed so hands can be more easily cleaned as required, wearing proper hair restraints as required, and wearing clean clothing or outer garments.
2. **Cross-contamination** means the passing of bacteria, microorganisms, or other harmful substances indirectly from one surface to another through improper or unsanitary equipment, procedures, or products.

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow North Carolina Food Code Manual requirements.
3. Follow the Employee Health Policy; report symptoms as required. (**Note: Facility will follow its approved Employee Health Policy that has been signed by all food handler employees. A copy of Heron's Employee Health Policy is posted where it is easily accessed and read by employees.**)
4. Report to work in good health, clean, and dressed in appropriate attire.
5. Change outer clothing when soiled.
6. Wash hands properly, frequently, and at the appropriate time. (See Proper Hand-washing SOP)
7. Keep fingernails trimmed, filed, and maintained so that edges are cleanable and not rough.
8. Employees shall not wear artificial nails, or fingernail polish, when handling food.
9. Do not wear any jewelry except for a plain band ring, such as a wedding band.
10. Treat and bandage wounds and sores immediately. If wounds or sores cannot be effectively bandaged and protected so not to pose a cross-contamination risk to food and food contact surfaces, employee shall be restricted in their duties to avoid such risk.

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11. Cover a lesion containing pus with a bandage. If the lesion is on the hand or wrist, cover with an impermeable cover such as a finger cot or a single-use glove. If the lesion is on other parts of the body, cover with a dry, durable, tight-fitting bandage.
12. Eat, drink, use tobacco, or chew gum on in designated areas where food, food contact surfaces, single-use, or single service articles will not be contaminated.
13. A covered beverage container (with a straw or sip lid) may be used if it is handled and stored to prevent contamination.
14. Food shall be tasted in a sanitary manner:
 - Place a small amount of food into a separate container.
 - Step away from exposed food and food contact surfaces.
 - Use a clean and sanitary utensil to taste food. Remove the used utensil and container to the ware-washing area. Never reuse a utensil that has already been used to taste/sample food.
 - Wash hands immediately.
15. Wear suitable and effective hair restraints while in the kitchen.

MONITORING:

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

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard any affected food, single-use, or single-service article. Utensils and equipment will be cleaned and sanitized.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will verify that foodservice employees are following this SOP by visually observing that employees during all hours of operation. Foodservice employees will record any discarded food on the Damaged or Discarded Product Log.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____