|  |  |  |  |
| --- | --- | --- | --- |
| **Company logo** | **Company name** | | |
| **TRACEABILITY AND RECALL PROGRAM** | | |
| **Issued:** 08/08/2022 | **Version:** 1 | **Code:** SOP-02 |

**Objectives**

* Prevent employees from becoming a source of product contamination through good hygiene and health practices.
* Toilets and handwashing facilities are adequate in number and are clean, well-stocked and maintained in good condition.

**Control Measures**

The following control measures of hygiene, health, handwashing, and toilet use are required upon entrance to the facility and must be followed by all employees, visitors, and contractors.

**Hygiene**

* All employees receive training on food safety topics in order to avoid product contamination (SOP-16).
* All employees who must be in contact with the product, equipment and tools (food contact surfaces) as part of their work activities must come into work clean, wear clean clothes and appropriate footwear.
* Employees must keep short, clean fingernails.
* Everyone entering the facility must wear a hair net.
* It is allowed for field work to cover the hairnet with a cap or hat (only applies to farm, delete if not applicable).
* Employees must keep their mustache and/or beard short and clean. If necessary, a beard cover must be used.
* Personal objects such as music players, cell phones, bags, jewelry, watches, and other items, are not allowed inside the facilities.
* Chewing gum, eating, drinking, and smoking are permitted only in designated areas.
* In product handling areas and around food contact surfaces, the use of jewelry, piercings, rings, bracelets, watches, necklaces and others items is not allowed.

**Hand Washing**

* All employees are trained in proper handwashing. The procedure includes:

1. Wet hands with clean running water.
2. Apply hand soap.
3. Vigorously scrub the surfaces of fingers, fingertips, under the fingernails, the back of the hands and forearms, for at least 20 seconds.
4. Rinse thoroughly with clean running water.
5. Dry hands with a disposable paper towel.

* All employees must wash their hands:
  + Before starting or returning to work.
  + After: using the toilet, coming back from each break, blowing their nose or coughing, touching garbage or contaminated products, eating or drinking.
  + Any time after hands may have become dirty or contaminated.
* Easily understandable signs are posted outside handwashing stations to explain the proper handwashing procedure and as a reminder to perform it consistently.

**Toilet Facilities**

* Sufficient toilets are available for the number of employees and visitors who are in the facilities on a regular basis. The number and location of toilet facilities complies with applicable local, state, and federal regulations. There is at least 1 toilet for every 20 employees.
* Toilet facilities are equipped with adequate sanitary quality water, toilet paper, hand soap, disposable paper towels, and covered trash cans. They are clean, well-stocked and in adequate sanitary condition.
* They are located in places that do not represent a contamination risk to the products or for the water sources and distribution systems.
* Toilets are cleaned daily and their inspection and restocking are recorded in RECORD-03.
* Toilet maintenance is carried out on a regular basis or as needed (specify frequency).
* In case of a spill or a leak from the toilet facilities, all measures will be taken to ensure the containment of the spill or leak and its immediate repair. If it is not possible to repair it, the defective part will be replaced. An assessment of the surrounding area will be done to confirm that there was no further contamination. For example, in the field a buffer or “no harvest” zone can be marked to prevent workers from approaching the area, or in an enclosed building, the supervisor will indicate measures to avoid contamination of the product and food contact surfaces.
* In the case of mobile or field toilet facilities, urinating or defecating outside of company-provided toilets is prohibited.

**Diseases and Bodily Fluids**

* Employees are prohibited to work or handle food or touch food contact surfaces if there are any signs or symptoms such as diarrhea, fever, vomiting, sore throat, jaundice (yellowing of the skin and eyes) and/or open wounds such as cuts, sores, and open abscesses.
* Anyone ill with a contagious disease should notify their supervisor or manager immediately.
* Cuts or wounds should be cleaned and covered with a bandage and/or gloves.
* Bodily-fluid-contaminated tools and/or equipment must be cleaned and sanitized before being used again.
* Product contaminated or likely to be contaminated with bodily fluids (such as blood, vomit, pus, urine, feces, etc.) is discarded.
* In case of major wounds with signs of infection that cannot be adequately protected with bandages and/or gloves, the supervisor will decide the best option to avoid contamination of the products, such as sending the worker home or reassigning them to other tasks until the wound heals.

**First Aid Kit**

* The facility has first aid kits available to all employees. Workers should seek immediate treatment in the event of an injury.
* The items in the first aid kit are kept dry, protected from dirt, in good condition, non-expired and available (specify the location of the kit or kits).

**Rest Areas and Personal Belongings**

* Eating, chewing gum, or consuming tobacco products is not allowed in product handling areas.
* Workers only take their breaks and eat, drink and smoke in designated areas.
* Worker-only areas are clean and located away from product handling areas.
* It is not permitted to bring personal items/objects into product handling and storage areas.
* The facility provides areas for employees to store personal belongings.

**Water for human consumption**

The facility provides potable drinking water to workers and/or visitors.