

Appendix 2.1

General Employee Policies for Food Safety on **Farm name**.

1. No jewelry, including rings, watches, bracelets, necklaces, pins, earrings, nose rings, hairpins, or combs, may be worn in the field. A wedding band is allowed if employees wear nitrile gloves.
2. Personal belongings, including sacks, lunch bags, and clothing not being worn, should be stored in a designated area away from the field.
3. Pets are not allowed in the field.
4. Employees should not walk, step, sit, or lie on raw produce, packaging material, or food contact surfaces of equipment.
5. Smoking, chewing gum or tobacco, eating, and drinking are prohibited in the field area where crops are growing.
6. Absolutely no urinating, defecating, spitting, or nose-blowing on the ground 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.
7. 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.
8. Proper personal hygiene and sanitation must be practiced by all personnel. Workers should bathe daily and wear freshly laundered clothes each day.
9. Personnel must promptly report and seek treatment for any illness, lesions, boils, sores, infected wounds, or other injury. Sick or injured employees 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.
10. Supervisors and employees will be familiar with the “Emergency Procedures for Handling Produce That Has Come Into Contact with Feces, Blood, Saliva or Other Body Fluids” document and procedures.
11. First-aid kits will be kept by field supervisors.
12. Employees should check for appropriate pesticide warning signs before entering a field or starting work.
13. All employees must attend food safety and personal hygiene training before starting work with **Farm name**. All employees will be required to sign a roster stating that they received, understand, and will comply with these requirements.
14. A non-compliance form will be completed up to three (3) times if these policies are not followed.

By signing this document, employee agrees to adhere to all policies set forth.

Signature of Employee: _____

Signature of Supervisor: _____ Date: _____