



Appendix F:

Inter-Faith Food Shuttle Farm

General Health and Hygiene Policy

Effective Date:10.01.19

Question #: G-4.2-R

Version 1.0

1. All employees and volunteers must watch Cornell's Produce Safety Alliance Produce Safety Video at this link: <https://www.youtube.com/watch?v=-HeYZ9IEUwU> prior to working on the farm. By signing this

health and hygiene policy you are confirming that you have watched and understood the principles outlined in the video.

2. Employees and volunteers may wear hair coverings while performing activities in production fields and during produce packing activities, although it is not mandatory. Hats, caps and hoods are acceptable hair coverings.

3. Employee and volunteer clothing must be clean at the start of the work day and appropriate for the operation.

4. No jewelry that is deemed to pose a food safety risk by a supervisor can be worn in produce handling areas. Watches and wedding rings are allowed, but any large necklaces, large earrings, or otherwise obtrusive jewelry should be removed before handling produce or covered (i.e., with clothing).

5. 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.

6. Personal belongings, including sacks, lunch bags, and clothing not being worn, should be stored in a designated area away from the field.

7. Employees and volunteers should not walk, step, sit, or lie on raw produce, packaging material, or food contact surfaces of equipment.
8. Smoking, chewing gum/tobacco, 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.
9. Absolutely no urinating, defecating, 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.
10. 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 and volunteers will be regularly observed for compliance with the requirement of washing hands.
11. Proper personal hygiene and sanitation must be practiced by all personnel.
12. Personnel must promptly report and seek treatment for any illness, lesions, boils, sores, infected wounds, or other injury. Sick or injured employees and volunteers 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.
13. Supervisors and employees and volunteers 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.
14. First-aid kits will be kept on-site and readily available to workers.
15. Employees and volunteers should check for appropriate pesticide warning signs before entering a field or starting work.
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.

