

DISTRICT 742 NUTRITIONAL SERVICES
EMPLOYEE SANITATION POLICY:

1. ***Hands must always be washed thoroughly with soap and a nailbrush after using the bathroom facilities. Always wash hands for a full 20 seconds or the length of time needed to sing the alphabet song.***
2. ***Hands must always be washed thoroughly with soap and a nailbrush after blowing your nose, sneezing, or coughing in your hands, scratching, rubbing, or adjusting any part of your anatomy.***
3. ***Protective plastic gloves must be worn, when handling food or utensils, to prevent contamination. Always wear plastic gloves when serving food to the students. To prevent cross contamination, change plastic gloves frequently each time you handle a different item. When you take the protective plastic gloves off the final time, wash your hands thoroughly with soap and a nailbrush.***
4. ***When wearing plastic gloves, do not touch any surface other than the actual food because of contamination. If you do touch any other surface, including any body areas, dispose of the contaminated gloves and put on a new, sanitary pair. Suggestion: when wearing plastic gloves, keep gloved hands in the air to help prevent automatic touching reflexes.***
5. ***A double layer of gloves will always be worn if there are any open areas on the hands including, but not limited to, paper and/or other cuts, scratches, burns, bites, infected areas, hang nails, etc. A bandage must cover the open area. Vinyl gloves are worn first. Plastic gloves are then worn over the vinyl glove.***
6. ***A hairnet is worn at all times in the kitchen and surrounding***

areas. The hair should be completely tucked under the net to prevent hair from falling into and contaminating the food and food prep areas. Hair spray is not an acceptable restraint.

- 7. Nails are to be cut short and are not to exceed the tips of the fingers. Long nails are a breeding ground for bacteria and a catch all for dirt and germs. It is possible to accidentally cut off part of the nail while chopping and preparing food, which would contaminate the food.**
- 8. Nail polish may not be worn because of the possibility of chips or flakes contaminating the food or food prep areas. Artificial nails or tips are not allowed in the food prep area.**
- 9. Jewelry with stone settings, pins, and earrings are not permitted in the kitchen because of the possibility that the stones, backs of the earrings, or the jewelry itself may fall in the food.**
- 10. Eating and drinking are restricted to the designated employee break room or lounge area. There is no eating or drinking in the kitchen, food prep areas, or serving areas.**
- 11. Every employee is responsible for following sanitation and safety rules. These rules protect our students and staff.**

Reviewed & Revised: 4/26/07