



Good Manufacturing Practices and Personal Hygiene Policy

Employee Training

Employees will observe the requirements of Good Manufacturing Practices. Failure to comply will result in disciplinary action, up to and including termination.

Training Purpose:

Good Manufacturing Practices, or GMPs, are required by the FDA and local Health Departments and are published in Title 21 of the Code of Federal Regulations, Part 117 (21 CFR 117). GMPs describe the methods, equipment, facilities, and controls for producing processed food. They are the minimum sanitary and processing requirements for producing safe and wholesome food.

Requirements:

Uniforms and Personal Hygiene

- Hairnets
 - All personnel must wear a hairnet in production areas and warehouse storage areas. Hairnets must cover all the hair and be pulled over the ears. Men with facial hair must cover all of the hair with the lower part of the hairnet.
 - Remove hairnet when entering the office areas or when going outside.
- Face Masks
 - All employees must wear Freshly-provided facemasks at all times and in all areas of our facilities, including offices.
 - Masks must fully cover the nose and mouth.
 - Masks may be removed for short durations of time to eat and/or drink in designated areas.
 - Personal face coverings are not permitted to be worn inside Freshly facilities.
- Coats
 - All personnel must wear a coat in production areas at all times. Coats are not required in the warehouse area.
 - Wear the proper color coat:
 - BLUE coats are worn in RTE production areas, at all times.
 - WHITE coats are worn in RAW production areas, at all times.
 - BEIGE coats are worn by Sanitation employees only.
 - Change coats and aprons daily, or whenever they are dirty.
 - Coats must be removed when:
 - going outside of the facility
 - before entering the restroom
 - before going to the break room
 - BLUE coats removed when leaving RTE area
 - **NO EMPLOYEES ARE PERMITTED TO LEAVE THE RTE AREA IN BLUE COATS.**
 - Hang coats on hooks prior to leaving the area.

- Clothing and personal attire
 - All personnel must bathe regularly and wear clean clothes to work.
 - Employees must wear long pants and appropriate shirts, so that legs and shoulders are completely covered. Skirts, shorts and tank tops are prohibited.
 - No excessive use of perfume, body sprays or fragrant lotions is permitted.
 - Clothing shall be free of holes or tears that expose skin, and be free of jewelry, rhinestones and glitter.
 - Hooded sweatshirts, or Hoodies are not permitted in the production, packaging and warehouse areas of the facility.
 - Hats or headbands may be worn, but must be fully covered by the hairnet. Other cold weather gear such as scarves and turtlenecks must not be made of transferable materials (fibers, fuzz or hairs) and must be tucked in to avoid safety hazards when working around moving machinery.
 - Safety bump caps or hard hats may be required to be worn in the production, packaging and/or warehouse areas of the facility.
 - First, cover hair and other accessories, then place the bump cap on top. An additional hairnet may be worn over the bump cap, as needed.
- Personnel Practices
 - No eating, drinking, smoking, chewing gum, or spitting is allowed anywhere inside the facility. Eating, drinking and gum chewing is allowed only in the breakroom area.
 - Smoking and the use of other tobacco products is not permitted inside the facility. Smoking is allowed outside in the designated area.
 - No food is to be stored in lockers.
 - No peanut products are permitted in the facility at any time.
 - No personal belongings are allowed in production areas.
 - No jewelry, including watches, may be worn in the production area other than a plain wedding band (no stones or settings) or medical alert bracelet.
 - No facial piercings or other exposed piercings are allowed.
 - Coughing or sneezing must be directed away from the product and blocked by your shoulder or upper arm.
- Work tools such as pens, thermometers, utensils etc. must not be carried above the waist at any time while in food handling/processing areas.
- Cell phones, iPods, radios or any other electronic devices are not allowed in the production area. Only cell phones provided for company business are allowed for use by supervisory personnel.
- Nails must be kept clean and neatly trimmed. Nail polish is not allowed. Acrylic nails are not allowed.
- No false eyelashes or eyebrows are allowed.

Personal Conduct

- Handwashing
 - Handwashing must occur frequently, using hot water and soap, for a minimum of 20 seconds.
 - You must wash hands:
 - When starting work
 - After break or lunch
 - After using the restroom
 - After smoking on a break
 - After blowing your nose or touching your face
 - After handling garbage, touching the floor or walls
 - Whenever gloves have become soiled

- At any time when re-entering the RTE or RAW areas.
 - All personnel must wash hands after the restroom and are required to wash them again when entering a production area.
- Gloves and other protective items
 - Gloves and plastic sleeve guards must be worn in all production areas and when handling food or equipment that may come in contact with food.
 - Change gloves if they are torn or have become contaminated. Always wash your hands before putting on a new pair of gloves.
 - Gloves and aprons must be sprayed with provided sanitizer spray prior to touching food or food contact surfaces.
 - Change gloves after handling garbage, touching the floor or walls, or touching any unsanitary surface.
 - Change gloves and other protective items when switching between products that contain allergens and products that are allergen free or contain different allergens.
- Preventing food contamination
 - Keep RAW and RTE products separated, covered, cold and labeled.
 - RTE products can be passed back to the raw side of the kitchen for further processing.
 - Raw products must NEVER be handled on the RTE side. If this occurs, all equipment, tools, containers must be fully sanitized and all employees that mishandled the raw product on the RTE side must change all gear, including the coat, gloves and aprons, as well as re-sanitize their boots.
 - Keep allergen containing ingredients and work-in-progress separated, covered and labeled. Use the orange “ALLERGEN” labels to identify items that contain allergens.
 - Do not let product, product storage containers, or packaging materials touch the floor.
 - Employees suffering from known, infectious diseases that are transmittable via food are not allowed to work in areas where they are in contact with food production. In addition, employees displaying symptoms of highly contagious diseases, such as COVID-19, are also prohibited from entering and working inside Freshly facilities.
 - Symptoms of infectious diseases may include:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - Employees with any of these symptoms must be symptom free for 72 hours, or cleared to return to work by a medical doctor.
 - Personnel with exposed cuts, sores or lesions will not engage in handling or processing products or handling primary packaging materials or food contact surfaces. Minor cuts or abrasions on exposed parts of the body must be covered with a colored bandage containing a metal strip.
 - Properly wash and sanitize equipment, tools and utensils between all batches of product.

- Keep your work area clean, use sanitizer spray in the RTE area frequently, and every time between changing products.
- Never spray water from the hose onto the floor, directly into drains or onto food products.
- No wash down sanitation activities can occur in RTE rooms while exposed food is in the same room.
 - During changeovers between products, any room in RTE (high hygiene areas) must have ALL food and food contact packaging removed from the room before full washdown sanitation occurs.
- Do not put food waste or other garbage down the drains.

Visitors

Visitors, contractors and vendors of Freshly are expected to comply with all GMPs as they relate to their visit.

Managers and employees of Freshly are expected to assist visitors in complying with our GMP policy by communicating the expectations, as they apply.

I understand and agree to follow the above GMPs in all Freshly production, storage and shipping/receiving areas.

Print Name: _____

Sign Name: _____

Date: _____

HR Confirmation: _____