

[YOUR FARM NAME] SAMPLE EMPLOYEE MANUAL [date]

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| Health and Hygiene | |
| Employee Training | Employees are required to read and sign the farm food safety plan prior to starting employment and on a yearly basis. |
| Hygiene Practices | Employees and visitors are required to wash their hands prior to handling any produce, after using the restroom, after eating, and upon return to work from any breaks. Hands must be washed with soap and water for 20 seconds and dried with a single use paper towel. |
| Toilet and Washing sink | There is a toilet located in the washhouse facility and also employee break room. Hand washing sinks are located near the main doorways. These sinks should be used for hand washing when employees are returning to work. |
| Water Source | Only water from the pack house is to be used for hand washing. This water is potable well water. This water is also to be used to fill field water coolers for drinking. |
| Illness | Any employees with illness such as vomiting, diarrhea, or jaundice should <u>not</u> be handling produce. An employee with one of these illnesses should either stay home, or work away from any produce. Talk to a supervisor if you are experiences any of these symptoms. |
| First Aid | Bleeding of any cuts or injuries should be stopped immediately. In the washhouse employees can find a first aid kit mounted on the wall near the entry. After the bleeding has stopped on cuts and other injuries on hands the area should be bandaged and then covered with latex gloves or finger cot. |
| Visitor Information | Visitors are requested to meet the same hygiene standards as employees. This includes washing their hands before handling any produce. Additionally no one is to eat while in the packing and washing facility. |
| Cleaning Routine | First thing every Monday, each department on the farm will take time to go through the organization and sanitation checklist that pertains to their department. |
| Facility Protocols | |
| Lunch areas | The employee lunch areas are the front porch, office, upstairs apartments, or employees' personal vehicles (in the new building lunch will be excluded to the employee lunch room, porch, vehicles, and offices). No food is to be consumed in the washhouse facility. |
| Smoking | Smoking on the farm should only take place 100 ft from the entrance of any building and away from any production fields. Employees must wash hands after smoking. |

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| Harvesting Produce | |
| Field Dirt on produce | While picking in the field all leafy produce and bunches go directly into plastic containers. We do not comingle root crops with leafy crops. Containers with excess dirt should be rinsed before reusing the container for harvest. |
| Harvest Containers | All of the totes and black containers that are found in the washhouse are not to be used for anything other than harvesting, transporting and storing produce. The containers marked with red paint are for harvesting produce. The containers marked with yellow are to only be used for washed produce. |
| Wash House protocols | |
| Surfaces | Produce should only come in contact with clean/regularly sanitized surfaces including harvest containers, drying rack carts, wash tanks and packing tables. These containers and surfaces are cleaned and sanitized on a weekly basis. Produce that falls on the floor should be assessed for contamination and rewashed. |
| Wash Tanks | Wash tanks are only to be used for washing produce. These tanks are cleaned and sanitized on a daily basis. |
| Produce Cooling | During the warmest days of the year, we start the work day early in order to harvest produce in the cooler temperatures. Additionally, we have a cooled box truck that can be used on the hottest days. Produce harvested in the fields and greenhouses on warm days should be brought to the packinghouse frequently and put either in the cooler or submerged in cool water. |
| Packing Containers | We use both new and used wax boxes. All old wax boxes should be lined with a new food grade plastic bag in which the produce is packed. |
| Other SOPs | |
| Blood and body fluid contamination | Any produce that has come in contact with blood or other body fluids must be removed and disposed of into a plastic bag. Any working area that has been in contact with body fluids must be immediately cleaned using disposable rags. The area must then be sterilized with a 2% bleach solution. Always wear latex gloves when cleaning up blood and body fluids |
| Toilet leaks | If a toilet overflows, water must be shut off immediately and the spill area cleaned and sanitized. |
| Glass or Plastic | Employees are not permitted to bring glass in to the fields. If there is any kind of plastic breakage or glass encountered in the fields, employees should remove it to a dumpster or trashcan. |
| Chemical contaminants | Any produce that is contaminated by chemicals, petroleum, pesticides, or other contaminants must be disposed of immediately. |