



Public Health
Prevent. Promote. Protect.

JO DAVIESS COUNTY HEALTH DEPARTMENT

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HAZARD ANALYSIS CRITICAL CONTROL POINT (HACCP)

Personal Hygiene

- Report to work in good health, clean, and dressed in clean attire.
- Change apron when it becomes soiled.
 - Take off apron before going to the bathroom or on break.
- Wash hands properly, frequently, and at the appropriate times.
 - Use disposable paper towels or similar clean barriers when touching surfaces such as manually operated faucet handles on a hand-washing sink or the handle of a restroom door.
 - Wash hands before putting on gloves & when going from a non-food handling task to a food-handling task.
 - Hand sanitizer is **NOT** a substitute for proper hand-washing.
- Keep fingernails trimmed, filed, and maintained so that the edges are cleanable and not rough.
- Avoid wearing artificial fingernails and fingernail polish.
- Wear single-use gloves if artificial fingernails or fingernail polish are worn.
- Do not wear any jewelry except for a plain ring such as a wedding band.
- Treat and bandage wounds and sores immediately. When hands are bandaged, single-use gloves must be worn.
- Cover a lesion containing pus with a bandage. If the lesion is on a hand or wrist, cover with an impermeable cover such as a finger cot or stall and a single-use glove.
- Eat, drink, use tobacco, or chew gum only in designated break areas where food or food contact surfaces may not become contaminated.
- Taste food the correct way:
 - Place a small amount of food into a separate container.
 - Step away from exposed food and food contact surfaces.
 - Use a teaspoon to taste the food. Remove the used teaspoon and container to the dish room. Never reuse a spoon that has already been used for tasting.
 - Wash hands immediately.
- Wear suitable and effective hair restraints while in the kitchen. Suitable hair restraints are:
 - Hats
 - Hair coverings or nets
 - Hair pulled back & tied up
 - Beard restraints
 - Clothing that covers body hair
- Handle soiled tableware in a way that avoids contamination of hands.