

# No Time To Teach

## Personal Hygiene and Employee Health

**Lesson Participants:** Central Warehouse Employees

**Type of Lesson:** Face-to-face teaching session

**Objective:** Identify correct personal hygiene procedures

### **Materials Needed:**

- Presenter's Script
- Pens or Pencils (one for each employee)
- Example Scenario Handout (one for each employee)
- Copy of Employee Health Policy (one for each employee)

*Refer to the HACCP Prerequisite Programs and Employee Health Section for a copy of the policy.*

- Copies of continuing education certificate for each participant



# Presenter's Script:

## Personal Hygiene

### **Introduction:** (2 minute)

**SAY:** During the next 15 minutes we will review good personal hygiene practices and the Employee Health Policy.

**DO:** Distribute a copy of the Employee Health Policy for reference during the presentation.

**SAY:** When it comes to preventing food borne illnesses, the first step you can take is to make sure you practice good personal hygiene at both work and home. Harmful bacteria can be found on your skin, clothing, under finger nails and in hair and can cause food borne illnesses. It is important to remember the following points, especially when making deliveries to school kitchens where exposed food is being prepared and served.

### **Correct Personal Hygiene:** (7 minutes)

**SAY:** To prevent possible contamination of food you should bathe and wash your hair before coming to work. Clean clothing is important in preventing food borne illnesses because fabric can collect and contain harmful bacteria. Make sure clothes worn to work are cleaned daily and if possible are only put on when at work.

**SAY:** A hair restraint should be worn at all times while working around exposed food – such as making deliveries in the school kitchens. This will keep hair from falling in the food and keep you from touching your hair. If you wear a hat every day make sure this is cleaned daily.

**SAY:** All jewelry on hands and arms must be removed while working with food products. Plain wedding bands are the only exception.

**SAY:** Hands can be a source of contamination. To prevent hand contamination, all finger nails are to be clean and cut short. No nail polish or fake fingernails are allowed. Nail polish can flake off and into food and can hide dirt underneath nails. Fake fingernails have the potential of breaking off into food. Any cuts or sores on hands need to be covered with a bandage and a glove should remain on that hand at all times to prevent the bandage from falling into food products.

**SAY:** Refer to the copy of the employee health policy and follow along - You must report any of the following to your supervisor:

**Symptoms of:**

1. Diarrhea
2. Vomiting
3. Jaundice (yellowing of the skin and/or eyes)
4. Sore throat with fever
5. Infected cuts or wounds, or lesions containing pus on the hand, wrist, an exposed body part (*such as boils and infected wounds, however small*).

Note: Diarrhea and vomiting from noninfectious conditions do not apply to this policy; however, a physician should make the diagnosis of the noninfectious condition causing the diarrhea and vomiting and the employee should provide written documentation to the manager or PIC that the condition is noninfectious.

**Diagnosis of:**

1. Norovirus
2. *Salmonella* Typhi (typhoid fever)
3. *Shigella* spp. infection
4. *E. coli* infection (*Escherichia coli* O157:H7 or other EHEC/STEC infection)
5. Hepatitis A
6. Nontyphoidal *Salmonella*

Note: The **PIC must report to the Health Department** when an employee has one of these illnesses.

**Exposure to:**

1. An outbreak of Norovirus, *Salmonella* Typhi (typhoid fever), *Shigella* spp. infection, *E. coli* infection, or Hepatitis A, Nontyphoidal *Salmonella*.
2. Living with or caring for someone who has been diagnosed with Norovirus, *Salmonella* Typhi (typhoid fever), *Shigella* spp. infection, *E. coli* infection, or Hepatitis A, Nontyphoidal *Salmonella*.
3. A household member attending or working in a setting with an outbreak of Norovirus, typhoid fever, *Shigella* spp. infection, *E. coli* infection, or Hepatitis A virus, Nontyphoidal *Salmonella*.

**Example Scenario: (6 minutes)**

**DO:** Pass out example scenario, pens or pencils.

**SAY:** Now we will go over an example scenario. I will pass out the handout. Read the directions and describe what is right and wrong. We will go review and discuss once everyone is finished.

## Answer Key with explanations for presenter:

### Wrong:

Medical Alert Bracelet	Employees should not wear jewelry on hands and arms, except for a plain wedding band. Medical alerts may be worn as an ankle bracelet or necklace tucked inside the uniform.
Work clothes from the day before	Always wear a clean uniform daily.
Reported to work with throat and fever	Follow the employee health policy for reporting sickness, diagnoses, and exposures.
Did not report sickness to supervisor	Always report health conditions according to employee health policy to the supervisor.

### Right:

Took a shower	Employees should bathe daily.
Trimmed finger nails	Finger nails should be clean and short.

## Continuing Education Documentation:

**DO:** Complete the Continuing Education report at the end of this lesson, obtain participant signatures, and file in *HACCP Part 4: Continuing Education and Professional Development*.

Provide each participant with a copy of the certificate of completion attached to this lesson. Remind participants to update their professional development log as required by the School Nutrition Administrator so that compliance with the USDA Professional Standards Rule is adequately documented.



# Example Scenario

## What's Wrong and Right?

**Directions:** In the spaces provided write what the employee did wrong and right?

Before heading to work, Andy took a shower and trimmed his finger nails. He put on unwashed work clothes worn the day before and a medical alert arm bracelet. After getting ready for work, Andy noticed his throat was sore and he did not feel well; he took his temperature and it was 102 degrees. Andy knew that they would be short staffed at the warehouse that day, so he took some medicine and headed to work anyway. Once there, he did not tell the manager about being sick.

### Wrong

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### Right

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**FOOD SAFETY AND HACCP CONTINUING EDUCATION REPORT**

**(Complete this report and File in HACCP Section: Continuing Education and Professional Development)**

**LESSON TITLE:**        **No Time To Teach: Personal Hygiene and Employee Health**

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**DATE:**

\_\_\_\_\_

**LOCATION:**

\_\_\_\_\_

**INSTRUCTOR:**

\_\_\_\_\_

**Lesson Agenda/Outline is attached:**    **Yes**     **No**

<b>PARTICIPANT NAME</b>	<b>SCHOOL</b>

# Certificate of Participation

This is to certify that

completed the

**School Nutrition Services**

**No Time to Teach Lesson:**

**Good Personal Hygiene**

providing  $\frac{1}{4}$  hour of continuing education  
credit for the School Nutrition Area of

**Food Safety and HACCP: 2620 Food Safety-  
General**

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Signature of Presenter

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Date