

# No Time To Teach

## Good Personal Hygiene

**Lesson Participants:** School Nutrition Employees

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

**Objective:** For school nutrition employees to be able to accurately identify correct personal hygiene procedures.

### **Materials Needed:**

- Presenter's Script
- Pens or Pencils (one for each employee)
- Example Scenario (one for each employee)
- Copies of continuing education certificate for each participant (see page 6 of this lesson)



## **Presenter's Script:**

### Good Personal Hygiene

#### **Introduction: (2 minutes)**

**SAY:** During the next 15 minutes we will review good personal hygiene practices. 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. To prevent possible contamination of food you should bathe and wash your hair before coming to work, make sure nails are cut short and clean with no nail polish and that all clothing is clean. Leave your jewelry at home except for a plain wedding band.

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

**SAY:** 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. Always remove your apron when you leave the kitchen and properly store it. Do NOT wear your apron to the restroom!

**SAY:** A hair restraint should be worn at all times while in the kitchen. 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 must be removed while working. 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.

## **Example Scenario: (6 minutes)**

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

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

## **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, Anna took a shower, trimmed her finger nails, and put on a new coat of nail polish. She put on her work clothes from the day before, and her bracelet. After getting ready for work, Anna wasn't feeling well. She took her temperature, it was 102 degrees. Anna took some medicine and headed to work.

#### Wrong

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#### Right

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**FOOD SAFETY AND HACCP CONTINUING EDUCATION REPORT**

**(Complete this report and File in HACCP Part 4: Continuing Education and Professional Development)**

**LESSON TITLE:**      **No Time To Teach: Good Personal Hygiene**  
\_\_\_\_\_

**DATE:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**INSTRUCTOR:** \_\_\_\_\_

**Training 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