



## Personal Hygiene

When you practice good personal hygiene, you help to ensure that you will not introduce a harmful microorganism into the Flow of Food. Examples of good personal hygiene are clean “uniform” clothes, brushed teeth, fresh breath, no body odor, clean hair, clean shaven, hair restrained, and many more.

Keep your hands clean with:

- **Use Anti-Bacterial Soap:** This soap helps to lower the number of microorganisms on your hands. You can find it in a dispenser at each hand washing sink.
- **Fingernails:** Your fingernails should be clean, trimmed, and neat. No chipped/cracked nail polish.
- **Hand Washing:** Hand washing should be an important part of your shift. Proper hand washing is a skill that each and every Hideaway team member must learn. It is important to understand that the Hideaway can be an extremely busy place and there is an understandable sense of urgency, however, good hand washing should never be sacrificed for speed. Wash for at least 20 seconds.
- **Single-Use Gloves:** The Hideaway provides these single use gloves to help provide another barrier between your hands and the food you are handling. These gloves should never be used in place of hand washing. You should wash your hands first and then put on a fresh pair of gloves. Never wash gloves, when soiled throw them away and get another pair.
- Poor personal hygiene represents a serious threat to food safety and the health of our guests. It is important that you minimize the number of microorganisms you bring in from home. In many cases an apparently healthy person may be carrying harmful microorganisms. Because of this danger you should follow these guidelines:
  - Wash your hands with soap & hot water for 20 seconds or more each & every time
  - Wash your hands before and regularly throughout your shift
  - Wash your hands before you handle food
  - Wash your hands after using the telephone
  - Wash your hands after you sneeze or cough
  - Wash your hands after visiting the restroom

- Wash your hands after tying your shoes
- Wash your hands after eating or drinking
- Wash your hands after handling dirty dishes or equipment
- Wash your hands after handling money
- Cover all cuts and sores with bandages and single use gloves
- Do not wipe your hands on your uniform or apron
- Do not use your apron to carry food or wipe off utensils
- Do not wear your apron to the bathroom or when you go on break
- Wash your hands if you scratch/rub/touch your head, nose, eyes, or face
- Do not touch open sores or blemishes
- Do not wear a dirty Hideaway shirt or pants