



ALPINE DIVINE FOOD SERVICES INC.

KITCHEN POLICY

Good Manufacturing Practices

Prior to using the kitchen, all food handlers will participate in Food Safety Orientation Training and must confirm their commitment to food safety by signing a copy of the *Commitment to Food Safety* and following the kitchen policies described below.

1. General Health & Communicable Disease

Many illnesses can be passed on to consumers through food. Examples of such communicable diseases include, but are not limited to food poisoning, hepatitis, campylobacter, strep throat, and giardia. Symptoms of communicable disease include diarrhea, fever, nausea, abdominal cramps, vomiting, dehydration and fatigue.

Food handlers experiencing any symptoms of communicable disease are not permitted in the kitchen.

2. Hand Washing

Hands must be washed:

- Immediately after entering the kitchen;
- At the start of each shift and before returning to work;
- After using the washroom or smoking;
- After blowing nose, coughing or sneezing;
- After picking up debris from the floor, and;
- Any time your hands become contaminated.

Hands must be washed according to this hand washing procedure:

1. Rinse hands under warm running water;
2. Apply soap, lather and scrub hands;
3. Wash between fingers, under nails, and the tops of your hands;
4. Rinse thoroughly and dry hands with a single-use paper towel.

The duration of the procedure is recommended to be at least 30 seconds.

3. Attire, Protective Clothing & Accessories

- Use good judgment when selecting attire; it should be comfortable and free of pockets, buttons and other loose embellishments, and cover all body hair;
- Where required, protective clothing such as aprons are provided and must be worn;
- Outdoor shoes must be removed and stored in the Change Room. Only dedicated footwear or booties that cover footwear are to be worn inside the facility;
- Personal effects must be stored in the designated area in the Change Room;

- Protective clothing, including aprons, must be removed and hung in the designated location before leaving the food prep area;
- Remove protective clothing when exiting the kitchen and before entering the washroom – use designated hooks.

4. Handling of Food & Cross-Contamination

Preventing cross-contamination is a key factor in preventing foodborne illness. Cross-contamination is the physical transfer or movement of harmful bacteria from one person, object or place to another. The route of transfer is physical, so it is important to handle food cautiously - with utensils or clean hands, and to minimize the number of surfaces that are touched by food handlers. All food handlers will regard cross-contamination as a likely hazard and take care to:

- Minimize touching of surfaces, equipment, etc. and over-handling of ingredients and product;
- Not place or store items on the floor;
- Clean and sanitize utensils and tools that have fallen on the floor or come in contact with an unclean surface prior to use;
- Inspect all materials, tools, utensils and equipment prior to use, clean and sanitize any of questionable cleanliness and remove from use damaged or broken items, and;
- Clean and sanitize, or isolate (for example by using a cart) anything brought into the food handling area and packaging areas of the facility.

Ingredients, finished products and packaging materials must be handled in a manner to prevent damage, deterioration and contamination.

- Food handlers may only handle food with clean hands, gloved hands, or clean utensils;
- Food that falls on the floor is considered 'inedible' and placed in the compost or waste;
- Food packaging that comes in contact with the floor must be disposed of, or where possible, sterilized;
- Food exposed to dripping condensation is considered 'inedible' and placed in the compost or waste;
- Utensils, tools and equipment must be handled appropriately and used only for its intended use;
- Utensils that are used for incompatible processes (such as those dedicated for allergen-free products/processes) are clearly labeled and/or stored in a labeled container and must be kept segregated;
- Packaging of incoming materials (such as cartons and boxes) is regarded as a potential source of contamination and not to be placed on food contact surfaces;
- Production is scheduled to prevent cross-contamination – if incompatible products must be prepared in the kitchen during the same shift, keep food and materials protected from contamination and incompatible materials segregated.

5. Allergen Management

For hypersensitive individuals, certain foods and their derivatives can cause allergic reactions. Immediate response to an allergic reaction can range in severity from a skin rash or itching of the mouth, to migraine headaches, a drop in blood pressure, anaphylaxis (a very severe allergic reaction to food involving failure of multiple organ systems), and death. The following allergens are subject to allergen control in this kitchen:

- Eggs
- Milk
- Mustard
- Peanuts
- Tree Nuts
- Fish
- Shellfish
- Sesame
- Soy
- Sulfites
- Wheat

The kitchen operates an allergen control program to prevent allergic reactions for food handlers and consumers. Food handlers must adhere to the following standards:

- Allergens are stored in labeled, covered containers in the designated allergen storage area;
- Allergens are handled separate from each other as well as all ingredients and finished products;
- Utensils designated for use with a specific allergen or allergen-free must be labeled and/or stored in a labeled, covered container;
- Equipment designated for use with allergen-free ingredients and products must be labeled and/or stored in a labeled, covered container;
- Allergens must be prepared separate from incompatible ingredients and finished product, i.e. scheduled to prevent cross-contamination;
- Sanitizing alone does not remove allergens – always clean, sanitize and inspect utensils and equipment.

6. Eating & Prescription Medication

- Food, other than what is used for production, is not permitted in the food preparation area.
- Eating is not permitted in the food preparation areas (except when required for quality assessment).
- Personal drinking water is permitted; it must be stored in a shatterproof container, covered to prevent spillage, kept in the designated location and removed at the end of each shift.
- Medication, including prescription medication, is not permitted in food preparation areas.

7. Injuries, Cuts & Wounds

- A First Aid Kit is located in the employee change room.
- Cover all wounds with appropriate dressings or waterproof gloves;
- If product, equipment or food contact surface becomes contaminated with human bodily fluid, such as blood from a cut, vomit, cough or excrement:
 - Gloves shall be used to clean up;
 - Properly dispose of contaminated product;
 - Clean and remove any contaminant from equipment and food contact surfaces;
 - Sanitize equipment and food contact surfaces;
 - Clean and sanitize the floor.
- Return to work only if you are in good health, physically able to perform your duties, and not likely to contaminate product.

8. Equipment & Tools

- Only equipment and tools dedicated to the facility may be used. Contractors may use specialized equipment & tools that do not belong to the facility if required to perform their job.
- Handle equipment and tools appropriately and with care, and use only for its intended use.

9. Prohibited Practices

- Smoking is not permitted in or near the facility;
- Shirts, pants and shoes must be worn in the facility.

10. Waste disposal

- Receptacles will be provided for garbage, compost and recyclables.
- Recycling - client must dispose of large items/amounts.
- Compost - No meat or dairy to be disposed of in compost bin. Client may be asked to dispose of excessive quantities of compostable waste.