

Employee Health and Hygiene Guidelines

This document aims to identify guidelines and procedures for employees to prevent contamination of products handled and stored at the GWSI Warehouse by either personal items, disease or infection, or blood or bodily fluids.

General Guidelines

All employees are not allowed to eat, drink, chew gum, or use tobacco in warehouse storage areas. Employees are allowed to eat, drink, and chew gum in the following designated areas:

- Outside parking lots
- Employee Break Room
- Administrative Office

All employees must wash their hands before returning to work after using the restroom.

Personal food and belongings, such as extra clothing and jewelry, should be stored in the employee locker room or breakroom and not be brought into warehouse storage areas.

No employee or person with a restricted condition (boils, sores, infected wounds, or other infectious or communicable diseases) is permitted to contact food-grade products at GWSI.

Management must be notified if blood or bodily fluids should come into contact with food products.

Infectious Disease or Condition

All personnel, including employees, visitors, and temporary workers, must notify GWSI management of any relevant infectious disease or conditions to which they may have been exposed. Employees who cannot report to work must notify their manager before their designated work period.

An employee with restricted conditions must advise their manager of their situation and will not be able to work in designated food-grade areas.

Employees with a restricted condition can only report for work once they can obtain a release to return to work from their doctor. Depending on the circumstances, employees with restricted conditions may be assigned to another warehouse area.

Product in Contact with Blood, Bodily Fluids

When product or product surfaces become in contact with blood or bodily fluids, the Warehouse Manager is to be immediately notified of the instance. If personal injury is involved, the injured person is the first concern. The Warehouse Manager will then.

- Determine the source of the contamination.
- Prepare a personal injury report where applicable.
- Determine the scope of the contamination and the product affected.
- Segregate the contaminated product from other food-grade products.