

 <p>SMALL SCALE FOOD PROCESSOR ASSOCIATION <small>SUPPORTS INDEPENDENT FOOD PROCESSORS & GROWERS</small></p>	<p>Document No: HUB.PT.POL.41 Effective Date: 01-Jun-22 Revision Date: New</p>
<p>Good Manufacturing Practices – Visitor, Outside Service, Vendor</p>	<p>Revised By: MDaskis Approved By: NRoss Reason for Revision: New</p>

Welcome to (HUB Name)

Please inform our reception upon your arrival, read through this protocol and fill in the Visitor Log. Thank you very much!

This is a food manufacturing facility with multiple producers. While in our facility we anticipate you will respect the confidentiality of all our producers. Please follow this protocol so we can provide our customers with a continuous supply of safe, quality food products. We appreciate your understanding and assistance.

Wearing outer garments suitable for the operation in a manner that protects against the contamination of food, food-contact surfaces, and food-packaging materials is a critical component of producing a safe product. Therefore, all visitors, including contractors and maintenance staff, entering our food manufacturing and packaging areas must comply with the items listed below.

- 1 Any Visitor/Contractor who is not conforming to this protocol will be asked to leave the processing and packaging areas. We cannot compromise the safety of our food products and that of our HUB users.
- 2 All visitors/contractors shall not carry any residue on their person upon entering the processing and packaging areas. Please wash your hands thoroughly and cover existing clothes by wearing a clean or new disposable smock.
- 3 All visitors/contractors are required to carry a mask and observe the mask policy of the HUB. All visitors/contractors are to answer the Covid 19 screening questions and sanitize their hands.
- 4 Visitors/contractors who have visible signs of illness shall not enter the premises.
- 5 All visitors/contractors are required to maintain the following when entering the processing areas:
 - Disposable, non-surgical face masks provided by **(HUB Name)**
 - Hairnets, and, if relevant beard covers
 - Disposable gloves, if expected to handle food or packaging materials
 - Long pants
 - Long sleeved shirt
 - Closed footwear
- 6 All jewelry, unsecured and loose objects will be removed prior to entering any of the production areas.
- 7 Excess clothing and extraneous personal belongings shall not be permitted in any areas where food products are produced, stored, or packaged. The allowance of items is at the discretion of HUB Management based on the intended actions of the Visitor/Contractor.
- 8 Eating, drinking, or chewing gum is absolutely not permitted in an area where food products are produced, stored, or packaged.

RELATED DOCUMENTS

HUB.PT.REC.49 Visitor Log