



Wiskerchen Cheese Inc.

Title: Monthly GMP Refresher-May

5.009

Issue Date: 02/14/2020	Written By: Danette Jepsen	Approved By: John Wiskerchen	Revision # 2	Revision Date: 02/14/2020	Revised By: Nicole Stricker	Supersedes: 04/08/2019	Page 1 of 2
Hand Wash Stations	All hand wash stations shall be operated hands-free. Hand washing stations must be sufficiently located, equipped and maintained: <ol style="list-style-type: none"> 1. Hand wash stations must be conveniently located to optimize usage in production areas where hands routinely contact product. 2. Hot and cold water must be available at all stations. 3. Hand soap must be provided at each hand wash station. 4. Single service paper towels and a place to dispose of used paper towels must be placed near the station. 5. Signs reminding people to wash their hands must be posted in all employee restroom facilities; as well as conspicuously located near production hand wash stations. 						
Control of Hand/Glove Uses	When working in the facility, the use of hands for unsanitary practices must be avoided. Specifically, hands should not be used to: <ol style="list-style-type: none"> 1. Scratch head and body. 2. Touch face or wipe forehead. 3. Place fingers on, or in, mouth, nose, or ears. 						
Hand Lotions	Unscented hand lotions may be used if an employee wears appropriate gloves when in contact with food or food contact surfaces.						
Fingernails	In the facility, fingernails must: <ol style="list-style-type: none"> 1. Be kept clean and properly trimmed. 2. Not be decorated in any way, including: <ul style="list-style-type: none"> • Decals. • Nail polish. • Nail jewelry. • False fingernails or nail extenders. 						

Disease Control

Disease Control Policy	No person will be admitted into a product contact area if he or she has been exposed to, are infected with, or are a carrier of any potential source of microbial or viral contamination.
Employee Illness/ Communicable Disease Management	Anyone who has been exposed, or possibly exposed, to a communicable disease must report it to their department head prior to reporting to their work area: <ol style="list-style-type: none"> 1. Diseases that can be transmitted from person-to-person through typical workplace contact, but are not transmissible through food must be evaluated on a case by case basis. Coordination between Quality and HR may be necessary. A doctor's note may be requested. 2. When consulting with a physician, employees should tell their physician they work in a food production facility. 3. A company approved physician will make the final decision in all questionable instances.
Minor Cuts on Hands	Personnel with minor cuts or injuries on hands: <ol style="list-style-type: none"> 1. Must be able to protect the wound and keep it clean and free from infection.



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	<ol style="list-style-type: none">2. Will be allowed to work on production lines provided the cuts are bandaged and covered with an impermeable sanitary material (glove or sleeve).3. Adhesive bandages must be metal detectable.4. Any time a bandage is worn on hands or arms, employee MUST cover the bandage, even if the employee is not in contact with food or food contact surfaces.
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