### Purpose

Personal grooming and hygienic practices are particularly important to reduce the risk of contamination in the food services area.

### Policy

Any person working in the kitchen shall be aware of and comply with the following hygienic and sanitary practices in the Day Nursery.

### Procedure

1.0 The single most important thing to control infection is to keep hands clean. Hands should be washed when:

* When arriving at the day nursery
* When returning from a break or lunch
* Before eating or drinking
* When preparing food
* After using the toilet
* After sneezing or coughing
* After touching their face, or hair
* After smoking.

Use a handwash sink supplied with hot and cold running water, paper towels, and liquid or powdered soap in a dispenser. Hot water temperature should not exceed 49oC (120oF) to prevent scalding.

Use soap and warm running water.

Rub your hands vigorously as you wash them.

Wash all surfaces, including backs of hands, wrists, between fingers, and under fingernails.

Rinse hands well. Leave water running.

Dry hands on a single-use paper towel.

Turn off water with a dry paper towel. *Do not use your bare hands to turn off hand water controls.*

**Sampling of food with fingers is not allowed. Tongs or utensils should be used for all food handling and only used once and washed between uses.**

1. A hair net must be worn. Hair and nails are clean and suitably controlled or covered.
2. Kitchen staff will be clean and tidy at all times.
3. The food services area will not be used for personal grooming such as teeth brushing, hair brushing, to change their clothing or put on make-up. The kitchen staff will use the staff bathroom for these.
4. The kitchen staff will wear an apron at all times.
5. The kitchen staff will be free of infectious disease such as colds, flu, and skin diseases or irritations. Any open sores or burns on hands will be covered with a vinyl glove.
6. The Program Director will ensure the purchase of vinyl gloves, hair nets and aprons, and that they are available for use.
7. The kitchen staff’s footwear must be rubber soled to avoid falls. They must have a closed toe i.e. running shoes. At no time may the kitchen staff wear sandals in the food service area.