

Hygiene and Sanitation Policy

For Employees

- Report to work in good health, clean, and dressed in clean attire.
- Wash hands properly, frequently, and at the appropriate times.
- Keep fingernails trimmed, filed, and maintained so that the edges are cleanable and not rough.
- Avoid wearing artificial fingernails and fingernail polish.
- Wear single-use gloves if artificial fingernails or fingernail polish are worn.
- Do not wear any jewelry except for a plain ring such as a wedding band.
- Treat and bandage wounds and sores immediately. When hands are bandaged, single-use gloves must be worn in the mint processing facility or the job requires direct contact with the product.
- Food, drink, tobacco and chewing gum are not permitted in the yellow marked processing areas.
- Wear suitable and effective hair restraints while in the facility.
 - Baseball caps are acceptable
 - Long hair must be tied back
- Employee/visitors personal belongings must be stored outside of the yellow marked processing area.
- All employee/visitors exhibiting signs of illness must report to the supervisor or mint still operator.
- All employee/visitors exhibiting signs of respiratory or gastrointestinal complications should report to the supervisor or mint still operator.
- All injuries including cuts, burns, boils and skin eruptions, should be reported to the supervisor or mint still operator.
- Open wounds should be covered with waterproof or appropriate first aid covering and gloves if on hand or wrists.
- Equipment or clothing contaminated with blood must be thoroughly cleaned and sanitized.

Hand Washing Policy

For Employees

Wash hands:

- Before starting work.
- Before putting on or changing gloves.
- After using the toilet.
- After sneezing, coughing, or using a handkerchief or tissue.
- After touching hair, face, or body.
- After smoking, eating, drinking, or chewing gum or tobacco.
- After any clean up activity such as sweeping, mopping, or wiping counters.
- After touching dirty equipment.
- After handling trash.
- After handling money.
- After any time the hands may become contaminated.

Follow proper hand washing procedures as indicated below:

1. Wet hands and forearms with clean water and apply soap.
2. Scrub lathered hands and forearms, under fingernails, and between fingers for at least 20 seconds. Rinse thoroughly under clean running water for 5-10 seconds.
3. Dry hands and forearms thoroughly with single-use paper towels.
4. Turn off water using paper towels.
5. Use paper towel to open door when exiting the restroom.

Follow FDA recommendations when using hand sanitizers as follows:

- Use hand sanitizers only after hands have been properly washed and dried.
- Use hand sanitizers in the manner specified by the manufacturer.

Food Safety and Security Guidelines

For Visitors

- All visitors must sign to the visitor log in sheet stating they agree to follow food safety policies.
- All visitors must be accompanied by an employee.
- Food, drink, smoking, spitting and chewing are prohibited in the yellow designated areas.
- All jewelry, except for a wedding band, must be removed to enter the yellow designated area.
- Hair must be pulled back or a hat must be worn to enter the yellow designated area.
- All visitors must wash their hands before entering the yellow designated area or after eating, smoking, using the restroom or contact with any foreign material.
- Visitors that have open wounds, sores or a communicable disease will not be allowed to enter the mint processing facility.
- Barrels are not to be opened for any purpose other than to store mint oil.
- Visitors must remain aware of moving equipment. Trucks, tractor and other equipment are frequently used. Visitors should maintain eye contact with the operator of the equipment. It is the visitor's responsibility to remain safe and clear of equipment.
- Visitors must not touch anything unless otherwise instructed. Tubs, steam lines hoses, tubes and other equipment are very hot. It is the visitor's responsibility to stay clear of processing equipment to avoid any personal injury.
- Visitors must be granted permission to touch or enter any part of the processing facility or the surrounding area.

First Aid Treatment Procedure

For Employees

In an emergency, it can be vital that you know first aid. First remember these 6 steps:

1. Stay calm so you can decide how to help the person.
2. Look at the scene around you to determine whether it is safe for you and any injured people to be there.
3. Get help. Call 9-1-1 or 0 for the operator and be able to explain exactly where you are.
4. Look at the injured person. Is the person awake? Breathing? Bleeding?
5. Administer first aid if necessary.
6. Report incidents to supervisor immediately.

Here are some actions to take for various injuries, emergencies or medical conditions:

Report all incidents to supervisor immediately.

Choking

1. Keep the person calm.
2. Allow the person to cough. Don't pound on the persons back.
3. If the person can't breathe or speak, stand behind the person and make a fist with one hand. Place your fist above the person's belly button. Your thumb should be towards the person's belly.
4. Reach around the person with your other hand and grab your fist. Make sure your elbows are pointed out.
5. Quickly pull your arms in and up towards the persons head.
6. Repeat the steps until the person can breathe.
7. Report incidents to supervisor immediately.

Cuts, scrapes and punctures

1. Wash your hands. Put on latex or nitrile gloves.
2. Wash wound with soap and water.
3. Apply bandage to wound.
4. Have person sit down.
5. Apply pressure to wound until bleeding stops.
6. Put clean bandage on, once the bleeding has stopped.
7. Report incidents to supervisor immediately.

First Aid Treatment Procedure, Continued

Nosebleeds

1. Sit down.
2. Lean forward and put your chin to chest.
3. Squeeze the bony part of the nose until the bleeding stops (it may take as long as ten minutes).
4. Don't put anything up to nose to stop the bleeding and don't lean back.
5. Report incidents to supervisor immediately.

Burns

If skin is not broken or blistered.

1. Run under cool water for at least ten minutes.
2. Apply burn ointment to the burned area and cover with a clean dry bandage.
3. Report incidents to supervisor immediately.

If skin is broken, blistered or bleeding.

1. Do not touch the burned area.
2. Seek medical attention immediately.
3. Report incidents to supervisor immediately.

Product Contamination Procedure

For Employees

If the product or any of the processing equipment has been, or may have been contaminated with any hazardous, biological or non conforming products the following steps must be taken immediately.

- Report incidence to supervisor immediately.
- Quarantine the containers, equipment or product that may have been exposed.
- Move exposed containers or product at least ten feet away from other product or containers and mark with red tags.
- Do not continue to use any equipment that may have been exposed until the equipment has been properly cleaned and sanitized and the supervisor has given permission to do so.
- Supervisors are to assess the risk and determine what form of action should be taken to guarantee the safety of workers, product and equipment.
- Supervisor must fill out the proper documentation.
- Supervisor must approve all equipment or containers before they can be used again in the processing of the product.
- The Supervisor is responsible to determine if the product must be disposed of.