

Module 5 Overview:



Personal Hygiene



TRAINER: Read this page ahead of time to prepare for teaching the module.

PARTICIPANTS WILL:

1. Understand the link between poor personal hygiene and **FOODBORNE ILLNESS**.
2. Explain good personal hygiene practices.

TIME: 15 minutes

TEACHING LOCATION: Dining Room

COPIES REQUIRED:

- Pre and Post Quiz
- Talking Points (p. M5-4)
- Activity: Personal Hygiene Crossword Puzzle (p. M5-5)
- Fact Sheet: Personal Hygiene (p. M5-7)

GLOSSARY TERMS:

- **FOODBORNE ILLNESS**



Pre Quiz

MODULE 5: PERSONAL HYGIENE

1. Can employees wear any of the following when handling food?

Circle Yes or No

Artificial Nails Yes No

Nail Polish Yes No

Plain Wedding Band Yes No



Module 5 Presentation:

Personal Hygiene



TRAINER: Read aloud to prepare participants for training.

Today We Are Learning About Personal Hygiene. Before our training begins today there will be a short quiz. The quiz helps the Health Department assess training effectiveness and success. You do not need to write your name on the quiz and you will not be graded. Try your best to answer all the questions and don't share your answers with coworkers. We will be taking the same quiz at the end of training so if you don't know the answers, you'll be learning them today. After the training presentation we will do an activity together followed by some review questions. The training will take about 15 minutes and all of you will be participating.



TRAINER: Read aloud.

What's the Risk?

Poor personal hygiene of food employees is the second most common practice that contributes to **FOODBORNE ILLNESS** outbreaks. Poor personal hygiene may negatively affect the way customers view your establishment. Good personal hygiene practices prevent **FOODBORNE ILLNESS** and keep customers coming back.



TRAINER: Read aloud.

What's the Law?

Employees must follow good personal hygienic practices to prevent the spread of disease.



TRAINER: Give participants a copy and have them take turns reading aloud.



Talking Points

- **FOODBORNE ILLNESS:** Sickness caused from germs or toxins in food, also called food poisoning.
- It is important to always report to the person in charge when you are feeling ill.
- Follow proper handwashing procedures.
- Keep fingernails trimmed and unpolished to aid in cleaning and proper glove fit.
- Do not use artificial nails since they may fall into food during preparation.
- Open cuts or wounds on hands or wrists must be reported to the person in charge. A food handler may work if the cut can be bandaged and a disposable glove is worn.
- Jewelry worn on hands or wrists can collect food particles and be difficult to clean. Remove jewelry before reporting to work. A plain wedding band may be worn.
- Smoking, drinking, eating, or chewing gum should be done in designated break areas to prevent contamination of food preparation areas.
- Employees may only drink from a covered beverage container in food preparation areas. Covered containers prevent contamination of your hands and food contact surfaces if spills occur.
- Effective hair restraints can be hats, hair coverings, hairnets, beard restraints and clothing that covers the body. Use hair restraints to keep hair from falling into food and to keep employees from touching their hair.
- To prevent the spread of germs don't touch your face, hair, or other body parts when handling food.
- When tasting food use the utensil only once. Don't reuse the tasting utensil.
- Dirty clothing may harbor bacteria that can be passed onto food. Keeping a clean appearance may prevent the possibility of disease transmission.
- If necessary establish a dress code that all employees can follow. Customers appreciate good personal hygiene.

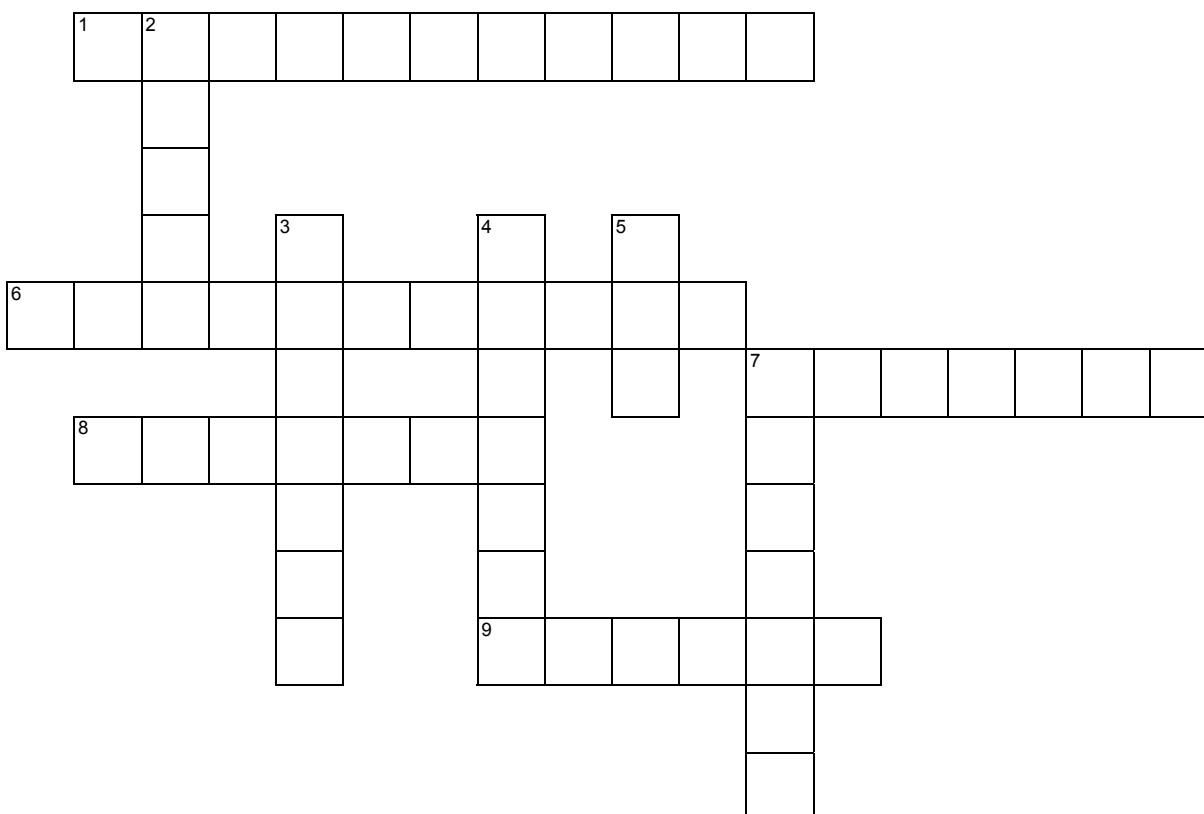


Module 5 Activity:

Personal Hygiene Crossword Puzzle



TRAINER: Give participants copies of activity sheet and corresponding fact sheet(s). Have participants complete individually or as a group.



Across

1. Do this to help prevent the spread of disease.
6. Keep these trimmed and clean.
7. Customer's appreciate good personal _____.
8. Employee beverages must be _____ with a lid.
9. This is allowed only in a designated area.

Down

2. Do not dry your hands on your _____.
3. Remove this before reporting to work.
4. This must be worn over open cuts or wounds.
5. Tell your manager when you are feeling this way.
7. Needed to keep hair out of food.



Fact Sheet:

PERSONAL HYGIENE



Public Health – Madison and Dane County (06/04)



TRAINER: Share one or more of the following "Tales from the Kitchen."

Tales from the Kitchen

The following are examples of violations observed during inspections.

1. A food employee dried his hands on his dirty apron after washing his hands.

Problem: Drying your hands on your apron or dirty clothing can easily recontaminate washed hands.

Solution: Single use paper or cloth towels should be used for hand drying.

2. A food employee was wearing painted artificial fingernails.

Problem: Long painted nails can break or flake polish into food.

Solution: Keeping nails trimmed and unpainted makes it easy to keep them clean and prevents breakage and flaking of nail polish into food.

3. Employee personal belongings were stored directly on top of opened bags of flour and sugar.

Problem: Debris and bacteria present on personal belongings may contaminate the stored food.

Solution: Designate a separate area for storing employee personal belongings away from food, utensils, or single service items.



Module 5 Questions:

Personal Hygiene Review



TRAINER: Ask participants to answer the following.

Answer True or False:

1. Employees may eat in food preparation areas as long as good handwashing procedures are followed.

Answer: False - Employees should eat in designated break areas to prevent contamination of food and equipment.

2. A plain wedding band is the only acceptable jewelry allowed on employees' hands and arms.

Answer: True - This will allow for proper handwashing. Any other jewelry may harbor food particles and germs.

3. An employee with a burn on her finger may continue to work as long as a bandage and disposable glove is worn.

Answer: True - A food handler with an open cut or wound on their hand or wrist may work as long as the wound is bandaged with an impermeable cover and a single-use glove is worn.



Post Quiz

MODULE 5: PERSONAL HYGIENE

1. Can employees wear any of the following when handling food?

Circle Yes or No

Artificial Nails Yes No

Nail Polish Yes No

Plain Wedding Band Yes No



Post Quiz Answers

MODULE 5: PERSONAL HYGIENE

1. Can employees wear any of the following when handling food?

Artificial Nails	No
Nail Polish	No
Plain Wedding Band	Yes



Module 5 Moving Ahead:

For Managers/Trainers



TRAINER: Do not read aloud. These are your next steps, additional activities and resources.

After the Training

- Have participants sign Training Verification Log (p. 9), a requirement for **SAFE FOOD CREW** Recognition Program.
- Complete the Trainer's Evaluation Form (p. 10), a requirement for **SAFE FOOD CREW** Recognition Program.
- Present participants with Certificate of Completion (p. 12).
- Track all trainings an employee receives on the Employee Attendance Record (p. 13).
- Develop or review your written employee personal hygiene policy.
- Develop a procedure to handle employee personal hygiene issues or complaints.
- Post the Personal Hygiene fact sheet (p. M5-7) for a quick reference.

Resources

- FDA 2001 Food Code and Wisconsin Food Code: 2-302.11, Fingernails; 2-303.11, Jewelry; 2-304.11, Outer Clothing; 2-4, Hygienic Practices.
- Video: [Handwashing for Life: The Why, The When & The How](#). The Handwashing Leadership Forum, 2002. *This short, language-free video motivates line-level kitchen workers and servers on the why, when, and how to handwash (4:30 min).*