

# Employee Personal Hygiene

## PREVENT FOODBORNE ILLNESS

### Exclusion and restriction of ill employees

The person in charge (PIC) must exclude all ill employees from the establishment while they have:

- Diarrhea
- Vomiting

You cannot return to work for at least 24 hours after your symptoms end. This includes working with exposed food, clean equipment, utensils, linens, and single-service or single-use items.

Exclusions and restrictions may apply if you have been diagnosed with:

- Norovirus
- *Salmonella*
- *Shigella*
- Hepatitis A virus
- Shiga toxin-producing *E. coli*
- Infection with another bacterial, viral or parasitic pathogen

### Preventing contamination from hands

You can prevent contamination of food from hands by washing hands, eliminating bare hand contact with ready-to-eat food and covering open wounds.

### Handwashing

#### How to wash:

1. Wet your hands
2. Apply soap
3. Rub your hands for 10 to 15 seconds
4. Rinse your hands well
5. Dry your hands
6. Keep your hands clean

The entire process must last at least 20 seconds.

#### When to wash:

- Before working with food, utensils, or equipment
- Before putting on gloves
- As often as needed during food preparation and when changing tasks
- After touching soiled surfaces and body parts and whenever hands become contaminated
- After using the bathroom

#### Where to wash:

Only wash your hands in sinks designated for handwashing.

### Wear gloves and use utensils

Prevent cross-contamination of ready-to-eat food from bare hands by wearing disposable gloves or using utensils, deli tissue, spatulas or tongs.

## Cuts, wounds and sores

Completely cover any cuts, wounds, or open sores on the hands and arms with a waterproof bandage. Wear single-use gloves over finger cots or bandages on the hands and fingers.

The PIC must restrict employees from working if they have an infected skin lesion or boil that is open or draining and not properly covered.

## Clothing, hair, fingernails and jewelry

Wear clean clothing and an effective hair restraint such as a hairnet, hat or scarf. While preparing food, you must not have painted or false fingernails, nor wear jewelry on the arms and hands, except for a wedding band or other plain ring.

Employees whose duties present a minimal risk of contaminating exposed food, clean equipment, utensils, linens, and single-service or single-use items may work without wearing a hair restraint.

## Eating, drinking or using tobacco

Eating, drinking or using tobacco in food preparation areas is prohibited because hands, food, and food-contact surfaces may become contaminated. You are allowed to drink from a covered container.

## Resources

[Minnesota Department of Health Food Business Safety](http://www.health.state.mn.us/foodbizsafety)  
([www.health.state.mn.us/foodbizsafety](http://www.health.state.mn.us/foodbizsafety))

Minnesota Department of Health  
Food, Pools, and Lodging Services  
PO Box 64975  
St. Paul, MN 55164-0975  
651-201-4500  
[health.foodlodging@state.mn.us](mailto:health.foodlodging@state.mn.us)  
[www.health.state.mn.us](http://www.health.state.mn.us)

Minnesota Department of Agriculture  
Food and Feed Safety Division  
625 Robert Street N  
St. Paul, MN 55155-2538  
651-201-6027  
[MDA.FFSD.Info@state.mn.us](mailto:MDA.FFSD.Info@state.mn.us)  
[www.mda.state.mn.us](http://www.mda.state.mn.us)

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*To obtain this information in a different format, call:  
651-201-4500 or 651-201-6000.*