



# Sample Policy Template – XYZ Restaurant

Policy #

[Title]

## Scope

XYZ RESTAURANT recognizes that [insert scope of policy here] will significantly reduce the possibility of food contamination.

## Application

This policy applies to

## Legislative requirement

*BC Food Premises Regulation*

[insert relevant section(s) if any]

## Expectation

It is XYZ's expectation that

- 

## Tools/equipment required

- 

## Technique or procedure

- 

## Compliance

It is an expectation that each employee comply with this policy. Non-compliance will lead to progressive disciplinary action which may lead to termination.

## Communication / training / auditing schedule




# Sample Hand Hygiene Policy – XYZ Restaurant

## Policy 1

### Hand Hygiene

#### Scope

XYZ RESTAURANT recognizes that hand hygiene and regular handwashing will significantly reduce the possibility of food contamination.

#### Application

This policy applies to all staff, visitors, and contractors.

#### Legislative requirement

*BC Food Premises Regulation*

*Employee hygiene*

*21 (3) Every operator of food premises must ensure that each employee washes his or her hands as often as necessary to prevent the contamination of food.*

*(4) Every operator of food premises must supply and maintain handwashing stations adequate in number and location to ensure convenient access to all employees*

#### Expectation

Hands must be washed after each time they become contaminated. It is XYZ's expectation that hands are washed thoroughly at a designated handwashing sink:

- At the beginning of each shift ***and any time after***
  - ♦ Using the washroom
  - ♦ Taking a break
  - ♦ Touching dirty surfaces
  - ♦ Touching hair, face, eyes, ears, nose
  - ♦ A task is completed and/or interrupted
  - ♦ Handling garbage
  - ♦ Smoking
  - ♦ Eating/drinking
  - ♦ Using a cell phone
  - ♦ Before putting on single use food handling gloves and after their removal
  - ♦ Upon entering a food preparation area

**Tools/equipment required**

- Designated handwashing sink
- Hot and cold running water under pressure
- Liquid hand soap provided in a dispenser
- Single use paper towels in a dispenser
- Garbage can

**Technique or procedure**

- Wet hands with warm water
- Apply liquid hand soap generously
- Vigorously lather soap above wrists, in between fingers, under fingernails, back of hands and palms of hands
- Rinse with the water flowing down toward fingertips
- Dry with paper towel
- Use paper towels to turn off taps

**Compliance**

It is an expectation that each employee will comply with this policy. Non-compliance will lead to progressive disciplinary action which may lead to termination.

**Communication / training / auditing schedule**




# Sample Food Employee Illness Reporting Policy – XYZ Restaurant

Policy #

[Title]

## Scope

The purpose of the Food Employee Illness Reporting Policy is to ensure that all food employees at XYZ RESTAURANT notify their supervisor/manager when they experience any of the conditions listed so that appropriate steps are taken to preclude transmission of foodborne illness or communicable diseases.

## Application

This policy applies to all staff

## Legislative requirement

*BC Food Premises Regulation*

*Communicable disease*

*22 An operator of food premises must not permit any person suspected to suffer from, or be the carrier of, a disease communicable through food to come into contact with any food, equipment, utensils or food contact surfaces on the food premises.*

## Expectation

XYZ RESTAURANT is committed to ensuring the health, safety and well-being of our employees and customers and complying with all provincial health regulations. All food employees shall report if they are experiencing any of the following symptoms to their supervisor/manager:

- Diarrhea
- Fever
- Vomiting
- Jaundice (yellowing of the eyes or skin)
- Sore throat with fever
- Discharge from eyes, nose and/or ears
- Lesions (such as boils and infected wounds, regardless of size) containing pus on the fingers, hand or any exposed body part

Employees should also notify their supervisor/manager whenever diagnosed by a healthcare provider as being ill with any of the following diseases that can be transmitted through food or person-to-person by casual contact such as:

- *Salmonellosis*
- *Shigellosis*
- *Escherichia coli (E.coli)*
- *Hepatitis A virus*
- Norovirus

In addition to the above conditions, food employees shall notify their person in charge (PIC) if they have been exposed to the following high-risk conditions:

- Exposure to or suspicion of causing any confirmed outbreak involving the above illnesses
- A member of their household is diagnosed with any of the above illnesses
- A member of their household is attending or working in a setting that is experiencing a confirmed outbreak of the above illnesses

If an employee has any of the symptoms or illnesses listed above, that employee may be excluded\* or restricted\*\* from work.

\*If this employee is excluded from work, they are not allowed to come to work.

\*\*If this employee is restricted from work they can come to work, but duties may be limited.

### **Returning to work**

If a food employee is excluded from work for having diarrhea and/or vomiting, he/she will not be able to return to work until more than 48 hours have passed since the last symptoms of diarrhea and/or vomiting.

If this employee is excluded from work for exhibiting symptoms of a sore throat with fever or for having jaundice (yellowing of the skin and/or eyes), Norovirus, *Salmonella Typhi* (typhoid fever), *Shigella spp.* infection, *E. coli* infection, and/or *Hepatitis A*, they will not be able to return to work until medical approval is granted.

### **Compliance**

It is an expectation that each employee will follow the reporting requirements specified above involving symptoms, diagnosis and high-risk conditions specified. All employees subject to the required work restrictions or exclusions that are imposed upon them as specified in provincial regulation, or by a regulatory authority or manager, shall comply with these requirements.

Non-compliance will lead to progressive disciplinary action which may lead to termination.

**Communication / training / auditing schedule**
