

## **Finger Lakes Fresh, a Division of Challenge Requirements for Contractors and Maintenance Workers**

FLF has developed a variety of policies and procedures to ensure food safety and security as well as ensure the health and safety of workers. All contractors and maintenance workers are required to adhere to these policies and procedures while performing work at inside the FLF greenhouse, in addition to other responsibilities or specifications stated in an existing contract or other agreement.

***Dress Code:*** short or long sleeved shirt, long pants or jeans and non-skid rubber overshoes. Not allowed are tank tops, cropped shirts, shorts, clothes with holes, stains, or tears, sheer clothing, rings other than wedding bands, and bracelets and necklaces, wristwatches and dangling earring if working near produce or in the pond area. Medical alert bracelets can be worn but must be sanitized.

***Health:*** Workers who are ill, particularly those with upper respiratory or gastrointestinal viruses or infections, are prohibited from entering the greenhouse facility.

***Hygiene Guidelines:***

- Wear lab coat and hair covering if working near produce or in pond area; wear rubber overshoes while in the greenhouse.
- Wear gloves during all activities in which you have contact with the plants, packaging, the pond or growing solutions; wash hands and use sanitizer before you begin work, after breaks and lunch, and after using the bathroom.
- Replace gloves (and lab coat if dirty or torn) after breaks and lunch, and after using the bathroom, after touching your face after sneezing or coughing, after picking up something from the ground, or after using chemicals.
- Wear a band aid or other protective covering over open cuts

***Smoking:*** Is prohibited at FLF, both inside and outside the building.

***Security Policies:*** Doors are kept locked at all times. All Contractors and Non-FLF Workers must sign in the visitor's log and provide the reason for the visit and vehicle information. All Non-Challenge or Cornell University workers must be accompanied at all times while visiting the greenhouse. All vehicles are subject to inspection. Contractors or other maintenance workers are not allowed on the premises outside of normal working hours without prior management approval. Pets of any kind are not allowed in the greenhouse at any time. Only authorized personnel can allow pick-up of produce or receive produce, supplies or other deliveries.

***Maintenance/Equipment Repair:*** Whenever possible, maintenance and repairs should be completed outside of food packaging shifts. Only food grade lubricants should be used in any equipment in the growing or packing areas. Glass or ceramic items are not allowed in the growing or packing area. Glass breakage in any area of the facility will be cleaned up with a designated glass clean up kit which gets disposed of after use. Following repairs, authorized personnel must inspect work and assign any needed cleaning to the area. Discovery of broken or damaged equipment or facility/grounds repair must be reported to a supervisor or manager immediately.

***Contamination of Produce or Packaging:*** Any produce or packaging that falls on the floor or comes into contact with blood or bodily fluids; pesticides, cleaning solutions; chemicals; broken glass, ceramic or plastic or other contaminating surface must be disposed of. If produce or packaging comes into contact with any of the items above, notify a supervisor or manager immediately. The produce or packaging will be discarded and the supervisor will inspect the area and determine need for disposing of additional produce/packaging and sanitation of the area.

***FLF Equipment and Vehicles:*** Agency equipment or vehicles cannot be used for personal business. The delivery truck is for transporting finished products, packing supplies, seedlings and growing media only. All items to be transported will be on pallets or racks and are not to come in contact with the floor of the truck. Produce coolers may not be used to store food or any items other than FLF produce. A refrigerator in the break area is available for storing personal food items. Hoses, cables and extension cords should be kept rolled and hung when not in use. Floats, racks, boxes and other equipment that comes into contact with produce or packaging should never be placed on the floor. If these items come into contact with the floor, they should be cleaned and sanitized or discarded. Computers in the office should only be used authorized personnel. Containers or other similar items cannot be removed from the premises. If produce or other items are to be removed, non-returnable packaging such as plastic bags or cardboard boxes should be used.

***Maintaining a Workplace that is Free from Sexual or Other Harassment:*** FLF is committed to having a workplace that is respectful to all workers and is free from harassment. All contactors or other maintenance personnel are expected to refrain from any words or actions of a sexual or threatening nature.