

## **Finger Lakes Fresh, a Division of Challenge Visitor Policies**

FLF has developed a variety of policies to ensure food safety and security as well as ensure the health and safety of workers. All visitors are required to adhere to these policies.

### ***Dress/Hygiene Guidelines for Pond and Packaging Areas***

- Wear lab coat and hair covering and remove rings other than wedding bands, bracelets, watches, necklaces, wristwatches, and dangling earring if near produce or in pond area.. Medical alert bracelets can be worn but must be sanitized.
- 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 enter packaging area, 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

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

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

***Security Policies:*** Doors are kept locked at all times. All Visitors 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. Visitors 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.

***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.

***FLF Equipment and Vehicles:*** Agency equipment or vehicles cannot be used for personal business. Computers in the office should only be used by 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 visitors are expected to refrain from any words or actions of a sexual or threatening nature.