COVALENT

CUSTOM CANNABINOIDS

PERSONNEL PRACTICES PROGRAM

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COVALENT CUSTOM CANNABINOIDS 360° QUALITY ASSURANCE SYSTEMS ★

360°

QUALITY ASSURANCE

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PERSONNEL PRACTICES PROGRAM

Personal Hygiene Practices

Proper hygiene greatly reduces the potential for product contamination. Contaminated food products can transmit foodborne illness. 20-50% of adults carry pathonogenic bacteria in their noses. 20-35% of adults can carry pathogenic bacteria on their skin. Personal hygience practices for all personnel of Covalent CC, LLC are a **Critical Control Point** (CCP) in our **360° Quality Assurance Systems**. A high standard of personal cleanliness is required for all personnel in our facility. Proper hygiene can prevent contamination of ingredients, products or packaging. All employees must follow the rules for working in our manufacturing and production facility.

Employees of Covalent CC, LLC must follow these Personal Hygiene Practices (PHP) at all times:

- ☑ **Come to work clean.**
- ☑ **Keep fingernails trimmed and clean.**
- ☑ **Do not wear fingernail polish, false eyelashes or fingernails, badges or pins.**
- ☑ **Avoid touching body parts, including hair, nose, arms, eyes, etc. If hands become contaminated, wash them.**
- ☑ **Turn away and move away from food, ingredients, packaging materials and food contact surfaces, when coughing or sneezing. Use the crook of your elbow or shoulder.**
- ☑ **Do not eat, drink, smoke, chew gum or tobacco, spit or use medication in any food handling, processing, storage or packaging areas. Eating food may only be done in the facility lunchroom or outside of the building. Tobacco use is only allowed in designated areas outside of the facility.**
- ☑ **Do not taste test products in production or storage areas.**
- ☑ **Do not wear loose items in breast pockets or on shirt collars, smocks, overalls, or lab coats. This includes pens, thermometers, etc.**
- ☑ **Do not bring personal items into food production or storage areas, this includes gum, candy, tobacco, keys, phones, etc.**

Personal Hygiene Practices (Cont.)

- ☑ **Do not store waste on or near food, ingredients, packaging materials or food contact surfaces.**
- ☑ **Throw out any ingredient or product that falls on the floor.**
- ☑ **Do not store ingredients or packaging materials directly on the floor.**
- ☑ **Do not store food in lockers. The staff refrigerator and food storage bins are located in the lunchroom. Employee food must never be stored in the laboratory refrigerators.**
- ☑ **Do not wear any exposed jewellery, including watches. The only exception is a medic alert bracelet or necklace, if it's covered or tucked inside clothing.**
- ☑ **Do not bring glass into food processing and storage areas, except those specifically used for production or packaging products.**
- ☑ **Follow the glass and brittle plastic breakage SOP in the event that any glass or brittle plastic packaging materials are broken.**
- ☑ **Do not wear loose items in breast pockets or on shirt collars, smocks, overalls, or lab coats. This includes pens, thermometers, etc.**
- ☑ **Do not bring personal items into food production or storage areas, this includes gum, candy, tobacco, keys, phones, etc.**

Hand Washing Practices

Proper hand washing is critical in preventing the spread of bacteria. It greatly reduces the chances of contaminating food products and food product contact surfaces. All employees must wash their hands thoroughly and frequently.

All employees must wash their hands frequently at designated hand washing stations following these steps:

- ☑ **Pre-rinse hands with warm clean water.**
- ☑ **Apply soap.**

Hand Washing Practices (Cont.)

- ☑ **Rub hands, fingers, nails and wrists to form a lather for a minimum of 20 seconds.**
- ☑ **Rinse hands with warm clean water.**
- ☑ **Dry hands hygienically with a disposable paper towel.**
- ☑ **Use the paper towel to turn off the fawcet.**
- ☑ **Use the paper towel to open the bathroom or station door.**
- ☑ **Throw paper towel in a designated waste bin.**

Hand Washing Frequency

All employees must was their hands:

- ☑ **When starting or returning to work;**
- ☑ **After using the washroom;**
- ☑ **After handling ingredients, utensils, packaging materials and touching food contact surfaces;**
- ☑ **Before putting on gloves (and change gloves frequently);**
- ☑ **After touching hair, ears, nose, mouth, etc;**

Hand Washing Frequency (Cont.)

All employees must was their hands:

- ☑ **After handling garbage or waste bins;**
- ☑ **After lunch and breaks;**
- ☑ **Every time hands become contaminated.**

Clothing, Footwear, and Headwear

Employees must wear clean clothing that is designed for the operation to prevent contamination of food ingredients, packaging and food contact surfaces (ex: aprons, smocks, overalls, uniforms).

All employees must follow these rules:

- ☑ **Come to work in clean clothing.**
- ☑ **All production employees must put on aprons (or lab coats) and gloves before starting your shift.**
- ☑ **Keep designated work clothing clean and in good repair (no holes, loose threads, loose buttons, etc.)**
- ☑ **Wear clean shoes/boots inside the facility.**
- ☑ **Lab personnel must put on shoe coverings before entering the lab.**
- ☑ **Wear suitable hair covering or restraint to prevent hair from directly or indirectly touching food products, equipment, utensils, etc.**
- ☑ **Wear designated clothing (aprons, coveralls or lab coats) for each different operation in the plant to minimize cross-contamination.**
- ☑ **Keep clothing designated for specific areas in those areas and don't wear or take them into another area.**

Clothing, Footwear, and Headwear (Cont.)

- ☑ **Do not wear designated work clothing in washrooms, lunchrooms or outside the production facility.**
- ☑ **Do not store designated work clothing in washrooms, lunchrooms, offices or lockers.**
- ☑ **Change designated work clothing if it gets soiled during a shift.**
- ☑ **Store soiled clothing only in the soiled clothing bin in the maintenance closet for weekly uniform service pick up and cleaning.**
- ☑ **Lab personnel must put on shoe coverings before entering the lab.**
- ☑ **Wear suitable hair covering or restraint to prevent hair from directly or indirectly touching food products, equipment, utensils, etc.**
- ☑ **Wear designated clothing (aprons, coveralls or lab coats) for each different operation in the plant to minimize cross-contamination.**
- ☑ **Keep clothing designated for specific areas in those areas and don't wear or take them into another area.**

Injuries and Wounds

All employees must follow these rules in the event of an injury:

- ☑ **Report all work related injuries to management immediately.**
- ☑ **When someone is injured or wounded, immediately apply first aid from the first aid supplies cabinet in the storage room, production area or lab.**
- ☑ **Ensure anyone with an open cut or wound has it securely and hygienically covered if working with food, packaging or food contact surfaces (ex: waterproof bandage covered with a glove).**

Injuries and Wounds (Cont.)

- ☑ **Determine which food product, ingredients, packaging materials and food contact surfaces were contaminated as a result of the injury or wound.**
- ☑ **Ensure contaminated items are disposed of and food contact surfaces are cleaned and sanitized, using company sanitation SOPs.**
- ☑ **Record the incident on the company's Incident Report Form.**
- ☑ **Ensure any visitor with an exposed open cut or wound securely and hygienically covers it before entering the facility.**

Evidence of Illness

- ☑ **Any employee who shows or suffers from symptoms of a disease or illness that can be transmitted through food is not allowed in food handling areas.**
- ☑ **To prevent the transfer of disease or illness, all employees who have symptoms of an illness or disease that can be transmitted through food must report it to their supervisor or manager immediately.**
- ☑ **Symptoms include, but are not limited to:**
  - **jaundice**
  - **diarrhea**
  - **vomiting**
  - **fever**
  - **sore throat with fever**
  - **visibly infected skin lesions (ex: boils, cuts)**
  - **discharge from ear, eye, nose**

Access and Traffic Patterns

Access and traffic patterns can control the movement of employees, visitors, products, ingredients, and packaging materials to reduce cross contamination. The following are the rules covering procedures for visitors' and employees' movements throughout the facility.

Access and Traffic Patterns (Cont.)

☑ **Visitors, suppliers, contractors, etc. must read the facility's visitors' policy and sign the visitors' log book at the reception desk before they are allowed in the facility.**

☑ **Employees must follow the Facility Traffic Pattern Rules and follow the rules for moving products (non-allergenic, waste, chemicals, etc.)**

Personnel Practices Monitoring

Personnel Practices are monitored daily by shift leaders and Quality Managers. Processes are documented on the **Personnel Practices Checklist**.