



MANUFACTURING VISITOR GOOD MANUFACTURING PRACTICES

Rochester NY 14624

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Welcome to our facility. Please read the following requirements to help ensure your safety and the safety of our employees and customers. Any questions that you have shall be directed to your Wegmans escort.

General Guidelines

- All non-Wegmans visitors shall sign in and out at the front desk and review the evacuation point as described by your Wegmans escort.
- Visitors shall be issued a visitor ID badge on a red lanyard. Lanyards with ID badges must be worn at all times within the facility.
- Photographic equipment shall not be used on the property. Please leave these items at the front desk or in your vehicle.
- All non-Wegmans visitors shall be accompanied by a Wegmans employee or designated and approved contactor during their entire visit.

Food Safety Guidelines

- Visitors shall wear a Wegmans provided lab coat over their clothes. Personal clothing, worn under the lab coat, shall be clean and free of decorative materials such as sequins, beads, magnetic name tags, glitter, rhinestones etc. Personal clothing or uniforms shall not present a safety or contamination risk.
 - External pockets above the waist shall be empty.
 - Additional requirements may apply for ready-to-eat areas.
- Footwear is required to be without an accumulation of dirt, debris, or filth and in good repair.
 - In our CIC and Cheese Caves facilities disposable boot/shoe covers shall be worn over personal footwear. Over-boots are also available and if worn, Contractors/Vendors shall enter and exit through the proper boot wash stations.
- Visitors shall wear a yellow Wegmans issued hairnet before entering the manufacturing facility. All hair shall be contained in the hairnet. The wearing of baseball caps or knit/ski caps is not permitted unless company-issued and approved by Wegmans.
 - In our CIC facility a yellow bump cap shall be worn in the Tumbler area (Marinades) and the Interstitial Space.
- Visitors who have any form of a beard, mustache, goatee, regardless of length, shall wear a company issued beard net before entering the manufacturing facility. Visitors that have sideburns extending beyond the hairnet shall wear a company issued beard net.
- Visitors shall wash their hands thoroughly before entering or re-entering the manufacturing areas. Hands shall be washed after eating, drinking, handling non-food contact items (i.e. pallets, garbage cans, hair, face, floor, etc) or at any other time when the hands may have become soiled or contaminated.
 - If a hand wash sink is not near the entrance, Visitors shall use hand sanitizer upon entry to the facility, and then wash their hands.
- Visitors shall enter and exit the processing area through the foot sterilization stations (i.e. foamers, boot wash, powder).



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- Jewelry is not permitted in the Manufacturing facility, with the exception of covered medical alert jewelry.
- Nail polish, artificial eye lashes, eyelash extensions and artificial nails are not permitted in the facility. Visitors with artificial nails or nail polish shall be required to wear disposable food handling gloves.
- If used, ear plugs shall be metal detectable with strings attached. Maintenance contractors/vendors working on electrical cabinets may wear approved non-metal detectable ear plugs with strings attached for the duration of the work.
- Staples, paperclips, pencils, White-Out and writing utensils with caps are not permitted.
 - Staples, paperclips, pencils, White-Out and writing utensils with caps are not permitted. Pens that are brought into the facilities must remain intact and must be in control of vendor or contractor throughout visit.
- Consumption of food, drink and candy/gum is prohibited in the Manufacturing facility and locker rooms.
 - Drinking water from designated sources with approved cups is allowed within the manufacturing facility.
- Visitors shall not "eat" or "taste" any product being processed in the facility except for the purpose of sensory preformed in designated areas as approved by facility management.
- Smoking, vaping and tobacco use are only permitted in designated areas. The area should be free of debris and litter. Please dispose all trash in the designated receptacles.
 - For purposes of this policy, "smoking" is defined as inhaling, exhaling, burning, carrying or possessing any lighted tobacco product, including cigarettes, cigars, pipe tobacco, and any other lit tobacco products.
 - For purposes of this policy, "tobacco use" is defined as the personal use of any tobacco product, whether intended to be lit or not, which shall include smoking, as defined above, as well as the use of an electronic cigarette or any other device intended to simulate smoking and the use of smokeless tobacco, including snuff; chewing tobacco; smokeless pouches; any other form of loose-leaf, smokeless tobacco; and the use of unlit cigarettes, cigars, and pipe tobacco.
 - For purposed of this policy, "vaping" is defined as the practice of inhaling and exhaling vapor containing nicotine.
- All Visitors are expected to maintain good personal hygiene.
- Cologne, perfume and fragrant lotions shall not be permitted.
- Visitors exhibiting signs of illness shall be prevented from entering any processing or handling areas.
- Any open cuts, lesions, sores, blisters, skin conditions, etc. shall be fully covered to eliminate the contamination risk.
 - Blue metal detectable bandages shall be used as intended, not modified, and replaced when soiled.
 - Disposable gloves shall be worn to cover bandages on hands when in direct contact with food and/or food equipment.
 - Non-metal detectable bandages shall be changed out for metal detectable bandages prior to entry of the manufacturing facility.
- Any bodily fluids such as coughs, sneezes, spitting, open wounds or any other means shall not have any contact with food products and packaging materials.



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- Any chemicals brought on-site must be reviewed with and approved by your Wegmans Representative and used, stored and disposed of according to our SQF program and in accordance to State and Federal regulations.

Human Safety Guidelines

- Opened toed shoes, high heels and sandals are prohibited in the manufacturing facilities.
- Safety glasses with side guards shall be worn.
- Visitors shall not be permitted to handle any product or equipment unless proper precautions are taken and approved by management.
- In the event of an emergency, sirens will be heard, and flashing strobe lights seen. Follow the steps below to ensure your safety and security:
 - Stay with your escort at all times.
 - Your escort will bring you to the nearest exit. Exit through pedestrian doors only. Do not walk under overhead doors, rapid doors or fire doors.
 - Proceed to the evacuation point and wait for further instructions.

Confidentiality

- The use of recording devices is prohibited in the facility unless authorized by your Wegmans contact.
- We ask you to keep confidential all information that you hear, see and are given.

I understand that it is my responsibility to comply with the Wegmans's Policy. I understand that failure to comply with the above policy may result in removal from the facility.

Name:

Employee #:

Signature:

Company:

Date:

Visitor sign offs - Visitor/Contractor Log for retention

Date/Initials: