



p 408.842.3030 f 408.842.3224
4860 Monterey Road, Gilroy, CA 95020
www.HeadstartNursery.com

GAP Employee Training Program

The GAP Employee Training Program is designed to address issues of Food Safety relative to possible contamination of comestible items produced by Headstart Nursery. The following training will be given to all Headstart Nursery employees on an annual basis:

Microorganisms

Microorganisms are small bacteria capable of causing human illness or potentially life threatening situations. Contact with human and/or animal bodily fluids or waste are of primary concern in the origination and spread of microorganisms in the workplace. Strict adherence to the following protocols will significantly reduce the threat of microorganism contact and potential spread to other employees and nursery products.

Illness and Injury Reporting

1. Employees who have sustained injuries resulting in bleeding or bodily fluid discharge must report such injuries to their supervisor. Wounds must be dressed and covered in such a fashion as to prevent fluid contact with other employees, work surfaces or plants.
2. Employees who have illnesses or physical conditions (i.e. colds, flu, lesions, bloody noses, vomiting) must report the condition to their supervisor immediately.

Toilet Facility Usage

1. Toilets are to be used for all bathroom functions. Use of any other area for human waste elimination is strictly forbidden.
2. Toilets will be furnished and cleaned by Headstart Nursery. Toilets will be positioned within ¼ mile of any Headstart Nursery worksite.
3. After use, toilet paper must be discarded into the toilet and not into trash cans, urinals or other receptacles.
4. Employees should report any shortage of toilet paper or sanitary supplies, improperly operating toilet facilities, or unsanitary conditions to their supervisor.
5. Employees must wash their hands after each use of toilet facilities.

Hand Washing Policy

1. Employees must wash hands using soap, water and hand towels under the following conditions:
 - a. Before starting work

- b. After bathroom or toilet use
 - c. After eating or smoking
 - d. After any miscellaneous contamination
 - e. When switching work functions
2. Hand washing procedure should include:
- a. Washing using soap and clean water for at least 20 seconds
 - b. Drying using clean paper towels
 - c. Paper towels to be discarded in trash receptacles
 - d. Alternative to soap and water is sanitizing with isopropyl alcohol

General Guidelines

- 1. Eating and smoking are prohibited in all greenhouses and production areas in the nursery.
- 2. Report to your supervisor any contamination (blood, bodily fluids, animal remains, feces, etc.) of plant products, work areas, shipping containers and general nursery grounds.
- 3. Report to your supervisor any evidence of animal intrusion into nursery work areas.
- 4. Report to your supervisor any suspicious activities or any activities not in accordance with this training by visitors or non-nursery personnel.
- 5. At all times, maintain work areas that are clean, organized and free of trash. Use appropriate receptacles for all trash (paper, left-over food, etc.). Recyclable materials should be taken to proper recycle containers.

Contamination Response

All reported instances of contamination must be reported to supervisors or management. Management will determine effective method of disposal, treatment or decontamination and will document these instances as they occur.

Regards,



Maria Alfaro
Headstart Nursery, Inc.