



GMP-Personal Hygiene and Welfare Visitor Policy

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1. Purpose

- 1.1 New Belgium Brewery is committed to the safe handling, production, storage and distribution of high-quality products for our customers.
- 1.2 To ensure standards are met by all entering the production and storage areas, all visitors shall be trained and must follow the site's food safety and hygiene procedures before entering any food processing and handling areas.

2. Definitions

- 2.1 **Type 3 Visitors:** Suppliers, vendors, and contractors who are onsite to provide a service to NBB.

3. Policy

- 3.1 All Type 3 Visitors must sign-in upon arrival and sign out when leaving the site for the day using the electronic guest sign-in. A paper log will be made available if electronic sign-in is not working.
- 3.2 Visitors exhibiting visible signs of illness may not enter production or storage areas. Visitors exhibiting illness should notify their NBB Liason so they can determine if work should be rescheduled.
- 3.3 Exposed cuts, sores, burns, or lesions are prohibited from engaging in product handling, processing, and storage areas. Minor cuts shall be covered with a colored bandage.
- 3.4 Smoking, chewing, eating, drinking, and spitting are not permitted in any food processing, handling, or storage areas.
- 3.5 Eating and drinking are only allowed in designated lunch and break areas.
- 3.6 Smoking is allowed in designated smoking areas.
- 3.7 Visitors are required to wash their hands when entering any processing, handling, or storage areas, after using the restroom, eating, drinking, smoking, after sneezing, before putting on clean gloves, and when touching garbage or dirty surfaces or objects.



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- 3.8 Visitors are required to wear appropriate protective clothing, such as long pants and clean, close-toed shoes.
- 3.9 Clothing must be in good condition, free from rips, tears, or loose fabric/thread.
- 3.10 If visitors are in the production and storage areas, closed-toed shoes are required in all production and storage areas.
- 3.11 Visitors shall remove jewelry and loose objects when entering Zone 1 areas.
- 3.12 Visitors are not allowed to have long fingernails, false fingernails, or false eyelash extensions in production areas. Some sites may have their own exceptions.
- 3.13 Visitors in Exposed Food Product Areas must wear applicable Personal Protective Equipment (PPE).
- 3.14 Visitors are not allowed to carry any snacks/food in their pockets.
- 3.15 Visitors are not allowed to touch exposed products.
- 3.16 Visitors are not allowed to carry any writing implements, such as a pen behind the ears or in shirt pockets where product is exposed.
- 3.17 Glass, brittle plastic, and ceramic items are not allowed in the production or warehouse areas at any time.
- 3.18 The use of cameras, recording devices, or photography is prohibited unless approved by NBB liaison.
- 3.19 Contractor or service provider chemicals are not allowed to be brought or stored in the warehouse or production areas without prior approval of NBB Liaison.
- 3.20 Type 3 Visitors are required to be accompanied by a site employee while on the property unless given approval for unsupervised visitation in defined areas of the facility.

4. Revisions

Revision history is controlled by the SharePoint library