

# NOTICE

## MANDATORY HAND HYGIENE PROTOCOLS

WHO GACP and EU/US FDA GMP Guidelines



### REQUIRED HANDWASHING (WHEN TO WASH)

- **Pre-Entry:** Personnel must execute a complete hand hygiene event prior to entering any designated cultivation blocks, cleanrooms, extraction laboratories, or primary packaging zones.
- **Restrooms:** Hands must be thoroughly washed and sanitized immediately following every restroom use, localized facility exit, or step-back threshold maneuver.
- **Breaks:** Hygiene protocols are strictly mandatory upon returning to the processing floor from scheduled rest breaks, lunch periods, or external non-controlled administration areas.
- **Contamination Events:** A full sanitation sequence must occur immediately whenever hands become visibly soiled, biosecurity parameters are breached, or physical cross-contact with un-sanitized items occurs.



### SANITATION STEPS [HOW TO WASH]

1. **Pre-Rinse Flow:** Wet hands, wrists, and lower forearms thoroughly under clean, temperature-regulated, warm running water.
2. **Dispensation:** Apply a facility-approved antimicrobial liquid or foam sanitizing soap matrix directly into a cupped palm.
3. **Agitation and Lather:** Lather aggressively, covering and manipulating the skin surface area across both palms, backs of hands, wrists, and well up the lower forearm.
4. **Mechanical Friction:** Maintain continuous mechanical scrubbing friction for a strict minimum of 20 to 30 seconds, paying specific attention to interdigital spaces between fingers

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and subungual zones beneath fingernails.

5. **Purge Sequence:** Rinse hands completely under running water until all residual soap matrices, biological matter, and loosened surface pathogens are washed clear.
  6. **Moisture Extraction:** Dry hands and wrists completely utilizing a fresh, single-use disposable paper towel or an approved sanitary non-re-contaminating drying device.
  7. **Vector Block Isolation:** Shut off the manual faucet valves exclusively using the paper towel barrier to shield pristine hands from direct mechanical recontamination.
- **Post-Harvest Extraction:** Execute full hand-washing sequences immediately after direct exposure to live botanical crops, raw plant tissue, trimming tools, or agricultural growing media and substrates.
  - **Surface Contact:** Re-wash and sanitize hands instantly if a non-sterile vector, personal electronic device, clothing element, or unclean structural surface is inadvertently touched.
  - **Zone Trafficking Restrictions:** Do not transition between separate indoor cultivation rooms or distinct processing lines without executing a localized threshold hand sanitization process.
  - **Full Compliance:** Maintain complete compliance with all facility-wide health, safety, and biosecurity mandates at all



### CROSS- CONTAMINATION CONTROLS

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## MANDATORY HAND HYGIENE

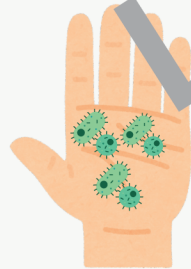
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### WHEN TO WASH:

- **Pre-Entry:** Prior to entering cultivation, cleanroom, or production zones.
- **Restrooms:** Immediately following any restroom use or exit.
- **Breaks:** Upon returning from breaks, lunch, or external areas.
- **Contamination:** Whenever hands become visibly soiled or cross-contact occurs.

### HOW TO WASH:

1. **Wet:** Wet hands thoroughly under clean, warm running water.
2. **Soap:** Apply facility approved liquid or foam antimicrobial soap.
3. **Lather:** Lather completely, scrubbing palms, backs of hands, and wrists.
4. **Scrub:** Scrub actively between fingers and nails for 20 to 30 seconds.
5. **Rinse:** Rinse completely under running water to remove all soap.
6. **Dry:** Dry hands thoroughly using a fresh, disposable paper towel.
7. **Turn Off:** Turn off the faucet using the paper towel to avoid recontamination.



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Applicable Area: [EDIT HERE]

SOP Reference: [EDIT HERE]

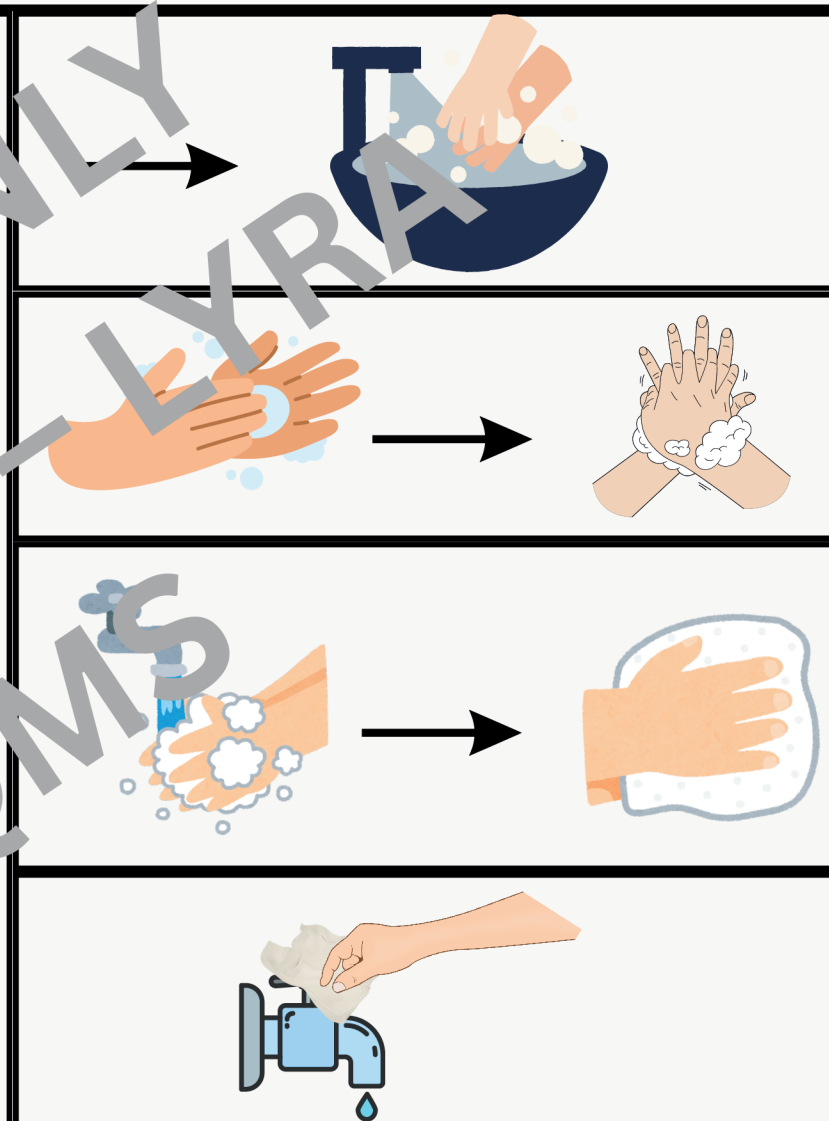
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## HANDWASHING STEPS

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### HOW TO WASH:

- 1. Wet:** Wet hands thoroughly under clean, warm running water.
- 2. Soap:** Apply facility-approved liquid or foam antimicrobial soap.
- 3. Lather:** Lather completely, scrubbing palms, backs of hands, and wrists.
- 4. Scrub:** Scrub actively between fingers and nails for 20 to 30 seconds.
- 5. Rinse:** Rinse completely under running water to remove all soap.
- 6. Dry:** Dry hands thoroughly using a fresh, disposable paper towel.
- 7. Turn Off:** Turn off the faucet using the paper towel to avoid recontamination.



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## PERSONNEL HYGIENE STANDARDS

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### GROOMING & CONDUCT

- **Daily Hygiene:** All personnel must maintain strict personal cleanliness and arrive at every scheduled shift clean, bathed, and properly groomed to prevent physical contamination.
- **Nail Standards:** Fingernails must be kept consistently short, clean, well-trimmed, and maintained free from accumulated debris beneath the nail bed surfaces.
- **No Enhancements:** Artificial fingernails, fingernail polish, cosmetic overlays, and false eyelashes are strictly prohibited due to foreign matter contamination risks.
- **Hair Containment:** All head hair, including sideburns and facial hair, must be fully contained beneath an approved facility hairnet and beard cover prior to cleanroom entry.



### MANDATORY HANDWASHING STATIONS

- **Wash Immediately:** Hands must be washed utilizing the approved multi-step sanitary procedure immediately prior to entering production spaces and after using restroom facilities.
- **Break Returns:** Complete hand sanitization protocols must be executed upon returning to active duty after lunch periods, rest breaks, or exiting authorized

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## PERSONNEL HYGIENE STANDARDS

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smoking locations.

- **Contamination Events:** Re-washing of hands must occur instantly following involuntary contamination vectors, including coughing, sneezing, or direct contact with facial features.
- **Food & Drink:** The possession and consumption of food, confections, beverages, or chewing gum are restricted exclusively to designated, isolated facility breakrooms.
- **Zero Tobacco/Vaping:** The use of all tobacco products, electronic cigarettes, and vaping hardware is strictly forbidden inside all physical perimeters of the licensed facility.
- **Locker Isolation:** Production uniforms and localized facility scrubs must never be worn inside external public washrooms or un-sanitized common gathering spaces.
- **Soiled Garments:** Personnel are restricted from accessing active cultivation grids or clean processing floors while wearing visibly stained, dusty, or dirty clothes.



### PROHIBITED ACTIONS

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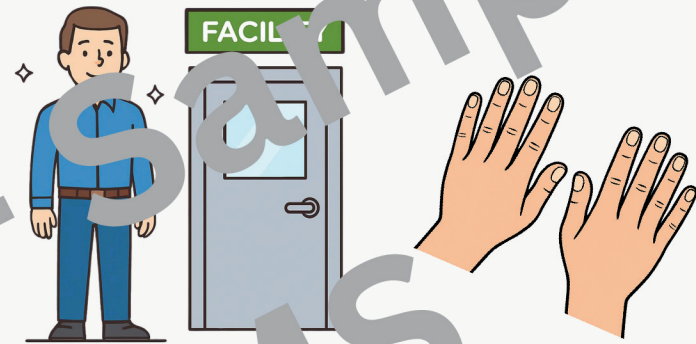
## PERSONNEL HYGIENE STANDARDS

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### PART 1: Personnel Conduct

#### GROOMING & CONDUCT:

- **Daily Hygiene:** Arrive at every scheduled shift clean, bathed, and properly groomed.
- **Nail Standards:** Keep fingernails short, clean, well-trimmed, and free from debris.
- **No Enhancements:** Artificial nails, polish, cosmetic overlays, and false eyelashes are prohibited.
- **Hair Containment:** Tuck all hair and facial hair securely inside a facility-issued hairnet.



#### PROHIBITED ACTIONS:

- **Food & Drink:** Consumption of food, confections, and beverages is strictly in designated breakrooms.
- **Zero Tobacco/Vaping:** Smoking is strictly forbidden anywhere in the facility.
- **Locker Isolation:** Never wear clean room scrubs inside public washrooms or un-sanitized areas.
- **Soiled Garments:** Do not step onto production floors in stained or dirty clothing.



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## PERSONNEL HYGIENE STANDARDS

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### PART 2: Health Controls & Sanitation Protocols

#### HEALTH & RISK CONTROLS:

- **Sickness Ban:** Do not enter active cultivation or processing zones if actively ill or infected.
- **Wound Management:** Seal all cuts beneath waterproof medical bandages and clean nitrile gloves.
- **Immediate Reporting:** Notify an active supervisor instantly of any illness, exposure, or hazard.



#### MANDATORY HAND WASHING:

- **Floor Entry:** Wash hands using multi-step sanitary soap before room entry and after restroom use.
- **Break Returns:** Wash hands thoroughly with soap and water after lunch, breaks, or smoking.
- **Contamination:** Wash hands instantly after coughing, sneezing, or touching your facial features.



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## WOUNDS & LESIONS CONTROL

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### CRITICAL ENTRY PROHIBITIONS

- **Open Injuries:** Access to any cultivation, processing, or packaging space is strictly forbidden for personnel presenting open wounds, deep cuts, epidermal abrasions, or active skin lesions.
- **Loose Dressings:** Uncovered, loose, fabric-based, or improperly secured bandages are entirely prohibited from entering clean zones or controlled production floors.
- **Dermal Infections:** Active skin infections, weeping sores, or communicable dermal conditions bar individuals from entry until completely resolved.
- **Exposed Skin:** Any exposed, compromised, or unsealed skin areas that cannot be fully protected beneath secondary barriers restrict access to the facility.



### MINOR WOUND PROTOCOLS

- **Waterproof Seal:** Apply a waterproof, medical-grade, facility-approved dressing to isolate, cover, and seal minor wounds completely from the surrounding environment.
- **Double Barrier:** Wear protective, powder-free nitrile gloves over any bandaged hand or arm area at all times while present on the production floor.
- **Frequent Glove Changes:** Replace protective gloves at regular mandated intervals and instantly upon any sign of contamination, fluid bleed-through, or physical puncture.

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## CONTAMINATION CONTROL

- **Zero Contact:** Avoid all direct physical contact with live plants, raw starting materials, intermediate extracts, and finished consumer products when managing an injury.
- **Zone Restrictions:** Prevent cross-contamination vectors by strictly restricting physical movement and personnel trafficking to your assigned work area.
- **Cease Handling:** Cease handling products and materials immediately if an internal bandage or primary glove layer becomes compromised, damp, or dislodged.
- **Report Incidents:** Notify a supervisor and quality assurance management instantly of any active bleeding, bandage failures, or potential product contamination incidents.

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## WOUNDS & LESIONS CONTROL

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### DO NOT ENTER WITH:

- **Open Injuries:** Open wounds, cuts, or active lesions.
- **Loose Dressings:** Uncovered or improperly secured bandages.
- **Skin Infections:** Active skin infections or dermal conditions.
- **Exposed Skin:** Any unsealed or compromised skin areas.

### IF MINOR WOUND:

- **Waterproof Seal:** Apply a waterproof, facility-approved dressing.
- **Double Barrier:** Wear protective gloves over any bandaged areas.
- **Glove Replacements:** Change gloves regularly and recontaminated.



### CONTAMINATION CONTROL

- **Zero Contact:** Avoid direct contact with plants and products.
- **Zone Restriction:** Restrict movement to your assigned area.
- **Cease Handling:** Stop handling product if a bandage or glove fails.
- **Report Incidents:** Notify a supervisor instantly of any bleeding.



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Applicable Area: [EDIT HERE]

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