

NOTICE

PERSONNEL HYGIENE STANDARDS

WHO GACP and EU/US FDA GMP Guidelines



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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PART 1: Personnel Conduct

GROOMING & CONDUCT:

- **Daily Hygiene:** Arrive at every scheduled shift clean, well-groomed, and free of body odors.
- **Nails:** Keep fingernails short and clean. Do not wear nail polish or artificial nails.
- **No Jewelry:** Do not wear jewelry, including watches, bracelets, or rings, except for a plain wedding band.
- **Headwear:** Wear a clean hairnet or cap that covers all hair, including sideburns and a beard.
- **Hand Hygiene:** Wash hands thoroughly with soap and water for at least 20 seconds before and after work.

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PROHIBITED:

- **Food and Drink:** Do not eat, drink, or smoke in the facility.
- **Cell Phone Use:** Do not use a cell phone while working.
- **Loose Clothing:** Do not wear loose clothing, including jewelry, watches, or bracelets.
- **Stained or Dirty Clothing:** Do not wear stained or dirty clothing.



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PART 2: Health Controls & Sanitation Protocols

HEALTH & RISK CONTROLS:

- **Sickness Bar:** Do not enter active cultivation or

- **W**orking while ill or with a contagious disease

- **Ir**regular health checks

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MAN

- **FI**rst aid kit
- **B**asic first aid training
- **C**ontingency plan

coughing, sneezing, or touching your facial features.



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NOTICE

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.

NOTICE

WOUNDS & LESIONS CONTROL

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DO NOT ENTER WITH:

- Open lesions
- Loose shoes
- Skin conditions
- Exposed skin

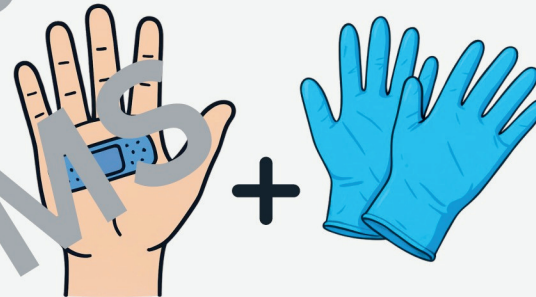
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CONTRAINDICATIONS:

- Zero tolerance for any open wounds or lesions
- Zero tolerance for any skin conditions
- Clean and covered bandages
- Report any incidents. Notify a supervisor instantly of any bleeding.

IF MINOR WOUND:

- **Waterproof** bandage approved by the company
 - **Double Bandage** — Unlocked Instantly Inside Full Purchase Bundle Pack
 - **Glove Replacement** — Unlocked Instantly Inside Full Purchase Bundle Pack
- and uncontaminated.



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MANDATORY HAND HYGIENE PROTOCOLS

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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 and subungual zones beneath fingernails.

NOTICE

MANDATORY HAND HYGIENE

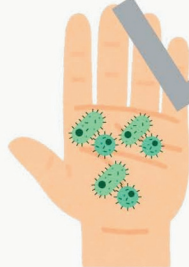
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WHEN TO WASH:

- Before entering the production area, cleanroom, or laboratory
- After cleaning the production area, cleanroom, or laboratory
- Before and after handling any product
- Before and after handling any equipment, including tools, containers, and packaging
- Before and after handling any raw materials, components, or parts
- Before and after handling any waste
- Before and after handling any animals or plants
- Before and after handling any food or drink
- Before and after handling any personal items, including mobile phones, keys, and bags
- Before and after handling any visitors

HOW TO WASH:

- 1. Wet:** Wet hands and forearms under running water.
- 2. Soap:** Apply an antimicrobial soap.
- 3. Lather:** Rub hands and forearms together, backs of hands, and between fingers for 20 seconds.
- 4. Scrub:** Scrub hands and forearms for 20 to 30 seconds.
- 5. Rinse:** Rinse hands and forearms with water to remove all soap.
- 6. Dry:** Dry hands and forearms with disposable paper towels.
- 7. Turn Off:** Turn off the faucet with the towel to avoid recontamination.



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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 soap to all surfaces of hands, including palms, backs, and between fingers.

3. Lather Rub hands together to create a lather.

4. Scrub Scrub hands for at least 20 seconds.

5. Rinse Rinse hands thoroughly under clean, running water.

6. Dry Dry hands using a disposable paper towel.

7. Turn off Turn off the faucet using the paper towel to avoid recontamination.

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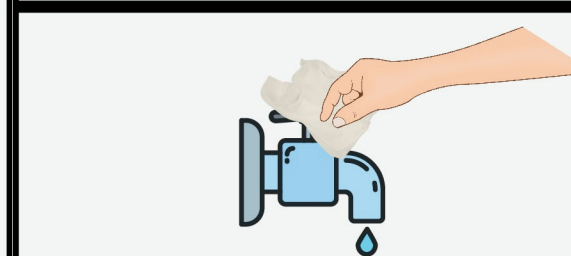
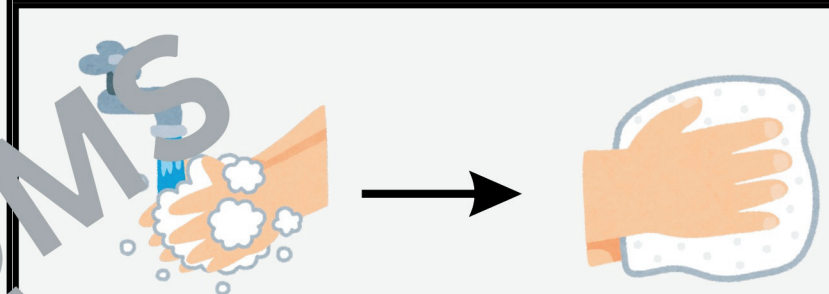
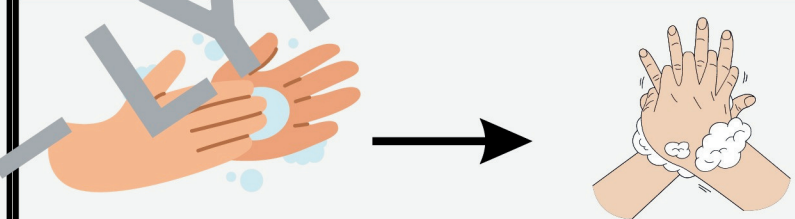
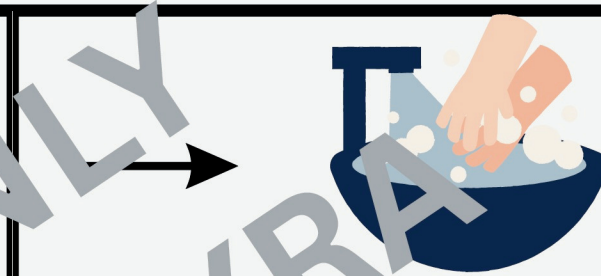
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