**VISITOR POLICY**

All visitors to the **[name of company/facility]** must wear designated clothing, headwear and footwear when entering the food handling and processing areas.

* No exposed jewellery can be worn **[or must be covered].**
* Hands must be washed thoroughly.
* No eating, drinking, smoking, chewing gum or tobacco, spitting, or using medication is allowed.
* Anyone that has or shows symptoms of a disease or illness that can be transmitted through food, is not allowed inside **[Specify the areas, ex: processing areas].**
* Anyone with a cut or open wound must cover the area with **[Specify, ex: a waterproof protective bandage and glove].**
* Visitors must not wear **[Specify, ex: white smocks, aprons]** outside processing areas.
* All visitors must be accompanied by an employee. This employee will ensure that visitors follow the company’s personnel practices program.
* **[Visitors must keep all production information confidential.]**