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| ***REPLACE WITH YOUR MASTHEAD*** |
| **VFIS logo black JPG** | **SOG Title:** |
| **SOG Number:** |
| **Original Date:** | **Revision Date:** |
| **ABC Fire Department General Operating Guideline** |

**Hygiene**

***This is a sample of a standard operating guideline (SOG) on this topic. You should review the content, modify as appropriate for your organization, have it reviewed by your leadership team and if appropriate your legal counsel. Once adopted, make sure the SOG is communicated to members, implemented and performance monitored for effective implementation.***

**Policy:**

To promote wellness and safety while preventing disease and maintaining an environment conducive to work, the department requires personnel to maintain a standard of acceptable hygiene.

**Purpose:**

To provide a safe and efficient workplace

**Scope:**

This applies to all personnel.

**Procedure:**

The following hygiene standards are to be adhered to:

 *Personal Hygiene*

* Wash hands thoroughly before exiting any restroom
* Wash hands before handling any food or drink that will be served to another person
* Dress in clean clothing without noticeable stains or odors or dirt
* Come to work clean and without pungent body, hair or breath odor
* Any visible open sores or wounds must be covered and saturated or old bandages changed frequently
* Work area should be clean.
* Trash should be placed into the appropriate containers.
* Food or drink shall not be left out in the open.
* Cover your mouth and turn away from others
* When coughing or sneezing turn away from other people
* and wash your hands after doing so
* Spitting is not permitted except into restroom toilets
* Do not share food or drink
* Clean up areas, like break areas and meeting rooms, after each time an area is used
* Wipe down toilet seats before and after use and report any malfunctions in the restrooms immediately
* If you refrigerate your food or drinks using (Employer)'s refrigerators, do not leave your food or drinks for more than three days in the refrigerator
* Do not come to work when ill
* Do not come to work bearing any parasite that is easily transferred to others such as lice
* Take precautions to prevent the spread of blood-borne pathogens by quickly covering any cut or wound and immediately contacting your supervisor when cut or hurt
* Report to your manager or supervisor whenever you are sick or injured

**Supervisory Actions**

If a question arises as to the appropriateness of a member’s hygiene, the appropriate supervisor is to be notified through the Chain of Command. The supervisor will provide a recommendation to the Fire Chief for final determination.

Any person found violating this policy will be asked to immediately take the necessary action to correct the condition or leave work and return at their own expense once the condition is resolved. Progressive discipline shall be used for repeated violations of the procedure.

**Personal Accommodation**

Should a member believe an exception or accommodation is in order, a request should be made in writing through the chain of command, consistent with the Personnel Manual.

***This is a sample guideline furnished to you by VFIS. Your organization should review this guideline and make the necessary modifications to meet your organization’s needs. The intent of this guideline is to assist you in reducing exposure to the risk of injury, harm or damage to personnel, property and the general public. For additional information on this topic, contact your VFIS Risk Control representative.***