

# Fresh Future Farm Volunteer Food Safety Plan

Fresh Future Farm, Inc. is committed to the production of safe, high-quality foods. We subscribe to the principle that the appropriate method to accomplish this is to minimize the microbial, chemical and physical contamination of produce at all points of the production process. FFF follows organic practices and do not use pesticides or chemical fertilizers on our produce. It is our goal to produce premium quality fruits and vegetables using good agricultural practices to maximize quality and productivity. To accomplish this, the following documented food safety plan is implemented and will be followed by all employees, contractors, volunteers, and visitors to FFF, Inc. production sites and facilities. This specific food safety plan is designed for FFF volunteers. Suggestions to improve this plan are encouraged at any time. This plan will be reviewed and re-approved annually.

## General Introduction

Fresh Future Farm volunteers play a key role in day-to-day production and aid the FFF staff with farm tasks, events, building projects, and summer camps. Volunteers must adhere to all food safety guidelines and should follow the instructions of the CFO, Germaine Jenkins, the farm manager, and/or the volunteer coordinator. Volunteers must not harvest, prune, compost, prepare, or consume any produce from the farm unless authorized by the CFO, farm manager, or the volunteer coordinator.

All volunteers will be required to sign in at the designated sign-in area prior to entry to production areas. Volunteers will be given an overview of food safety requirements. By signing the log, volunteers are certifying that they will comply with all policies and procedures, including proper sanitation and hygiene practices.

After volunteers have signed in, they will be permitted to the following areas of productions:

- Farm
- Greenhouse
- Packing Shed
- Chicken Coop - volunteers need to be accompanied by a FFF staff member

## Areas of Production

**FARM** - Volunteers will be permitted on to the farm after signing in and should enter the grounds through the main gate or the gate near the basketball court. No cars or trucks should be driven onto the farm grounds unless authorized by the CFO, farm manager, or volunteer coordinator. Volunteers are prohibited from climbing or jumping the fence.

**GREENHOUSE** - Volunteers will be permitted into the greenhouse after signing in. Tasks pertaining to the greenhouse will be assigned by the CFO or farm manager. Volunteers should not prune, harvest, compost, or water any greenhouse plants until authorized to do so.

**PACKING SHED** - Volunteers will be permitted to enter the packing area using one of two entrances after signing in, IF AND ONLY IF, they have been assigned a task pertaining to that

area. This area should only be used to process FFF produce. The packing shed IS NOT a rest area. Volunteers will be allowed to take breaks in the designated break areas. Volunteers are prohibited from walking through the packing area.

CHICKEN COOP - Volunteers must be accompanied by a FFF staff member, the Farm Manager, or the CFO to enter into the chicken coop during volunteer days. Tasks assigned to the chicken coop must also be completed with the supervision of an FFF staff member.

### **Volunteer Hygiene and Conduct**

Maintaining proper hygiene while volunteering at FFF is imperative and allows our operation to run effectively and continue producing healthy crops. FFF volunteers should not visit the farm if they are sick or have symptoms of illness. If hours and days need to be made up, volunteers should consult management to reschedule. Volunteers with intestinal illness (diarrheal symptoms) or infectious diseases will not be allowed to work in contact with fresh produce and will be asked to reschedule their volunteer day. If hours and days need to be made up, volunteers should consult management to reschedule. Volunteers should promptly report any illness, cuts, abrasions, lesions, boils, soars, infected wounds or other injuries or illnesses to FFF staff and seek prompt attention. Produce that has come into contact with feces, blood, saliva or other body fluids will be immediately removed from the field, packing house or storage area and disposed of safely. Once FFF management has been notified of any of the above conditions, he or she will take appropriate action to dismiss said volunteer. An appropriate measure for minor cuts or open sores would be a combination of the leak-proof bandage as well as disposable gloves that completely cover the injury. The volunteer may return to the farm to complete tasks at the discretion of the FFF staff. An adequately stocked first-aid kit, located in the farm store employee restroom, will be available for immediate use.

Volunteers should use the porta john, near the greenhouse, to use the restroom. Hands can be washed using the portable hand-washing station. Volunteers must wash their hands with soap and running water before starting work, after breaks, after using the bathroom and after touching unsafe materials, such as tools, contaminated produce/soil, and human body parts. Proper hand-washing procedure involves the following steps:

- Wet hands with potable water, apply soap and work up a lather.
- Rub hands together for at least 20 seconds
- Clean under the nails and between the fingers
- Rinse the soap off under the running potable water

Smoking and chewing tobacco are strictly prohibited from Fresh Future Farm. Cigarette butts must be disposed of in garbage cans or other trash receptacles outside of the farm grounds. Urinating, defecating, spitting and nose-blowing onto the ground is never allowed in or around the farm work area, greenhouse, packing shed, or chicken coop. Tissues should be properly disposed of in the porta john or in the trash can.

### **Volunteer Attire**

Volunteers must wear proper attire when completing farm tasks. Clothes should be clean and shoes need to be close-toed and free of contamination, such as manure or feces. Volunteers should dress appropriately for the weather. Rain gear, layers, and hats are necessary and encouraged. Gloves are available to use at FFF, but volunteers may bring their own. Gloves are not a substitute for handwashing and should be removed before using the restroom and stored in a clean, dry, designated area. Volunteers are encouraged to wear as little jewelry as possible due to potential contamination, loss, or damage. Jewelry worn by volunteers may present a physical food safety hazard as well as a worker safety risk. Jewelry that cannot be adequately cleaned and sanitized before handling FFF produce must be removed or covered to prevent contamination. Disposable gloves will be provided if jewelry cannot be removed.

### **Volunteer Breaks**

Volunteers are allowed and encouraged to take breaks. Multiple breaks are especially encouraged during the summer months. Break areas will be provided for all employees and will be separated from areas where products are handled. Potable drinking water will be provided for all employees and volunteers. A drinking station will be readily accessible and stocked with single-use cups.

### **Harvesting Procedures**

Volunteers that have been properly trained by FFF staff will be allowed to harvest produce. Harvesting and are located in the farm record book. Hands must be washed before and after harvesting. The procedures are also listed below:

- Before harvesting consult farm or operations manager about what is needed for the store, restaurant orders, etc.
- Consult record book or management for proper sanitizer recipe
- ALL PRUNERS NEED TO BE RETURNED TO THEIR DESIGNATED AREA
- Clean and sanitize all tools, pruners, and buckets being used for harvest
- Clean and sanitize all sinks and tubs before use
- If harvesting greens/lettuces, lightly rinse but do not soak
- Place greens/lettuces in produce clamshells with a damp paper towel
- If harvesting peppers, tomatoes, okra, eggplant, berries, and bananas, do not rinse
- Wipe off with a paper towel
- After wiping down, place in produce boxes if harvesting for restaurants
- If harvesting for stores, place produce inside the appropriate area
- If harvesting root vegetables (i.e. carrots, turnips, radishes, etc.), please rinse before boxing them for restaurants or the store
- Clean, rinse, and sanitize all tools, pruners, and bins and put them back in their proper place to dry
- Document how much and what was harvested in farm record book
- Document that all tools have been cleaned and sanitized in the harvest tools and produce bins cleaning record

This concludes the volunteer procedures. Please direct any questions or concerns pertaining to

this document to our Farm Manager, Adrian Mack.

**Notice**

"WARNING! Under South Carolina law, an agritourism professional is not liable for an injury to or the death of a participant in an agritourism activity resulting from an inherent risk associated with the agritourism activity. (Chapter 53, Title 46, Code of Laws of South Carolina, 1976)."

**I have read, understand and agree to FFF's food safety and liability policies and will review them with our volunteer team before arriving at the Farm.**

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Volunteer Group Leader

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Date

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FFF Farm Manager

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Date