 1701 S. Lexington St. Delano, CA 93215	Wonderful Citrus California Packing Operations	WCCA-FS-DLO-SOP-130
		Issue Date: 12.04.2012
	Title: Visitor Guidelines	Version: 6.0 Revised Date: 06.01.2020
	Responsible: Food Safety	Review Date: 06.01.2021


Purpose: It is Wonderful Citrus' mission to provide top quality fresh citrus to consumers around the world. As a result of our success, our customers have come to expect the best from Wonderful Citrus. The guidelines outlined in this document will ensure the continued confidence of our customers, as well as the safety of our product.

Scope: This Visitor Guideline is for the Wonderful Citrus packinghouses located in California.

Details:

1. All visitors/contractors must sign in at the front desk and receive a visitor's badge. Visitors must sign out and return the badge when leaving the company property. All visitors must be accompanied by a Wonderful Citrus employee.
2. Disposable gloves must be worn if fruit is to be handled. Gloves are available in the packinghouse.
3. Nail polish and artificial nails are prohibited, unless disposable gloves are worn.
4. A hair net must be worn at all times while inside the packinghouse, cold storage rooms, shipping docks, and dry goods areas. Hair nets are not required in maintenance shops, battery charging area, mobile shop, fabrication areas, and parts area. Beard nets are required for anyone with facial hair below the nose.
5. Visitors/contractors must be properly clothed at all times. Removal of shirts during warm weather is prohibited. No shorts, dresses, or skirts will be permitted in any production or storage areas.
6. Only closed-toe shoes are permitted. Steel toed or leather shoes are recommended for maintenance and forklift employees. No sandals or high-heeled shoes may be worn. A non-skid sole is recommended.
7. Plain baseball caps and beanies are permitted. Hairnets must be worn to cover the entire baseball cap or beanie.
8. Visitors/contractors shall not wear jewelry (earrings, necklaces, bracelets, rings with stones), watches or metal clips. Plain wedding bands without stones as well as the visitor/contractor identification badge are the only exceptions.
9. No personal items (pens, tools, probes, etc.) are to be stored in outside pockets above the waist. Unauthorized use of cameras or video devices, including cell phone cameras, is prohibited.
10. Eyeglasses that are not worn must be kept in their protective case.
11. If hearing protection devices are worn, they must be attached to a tie string worn around the neck or attached to a bump cap or hair net.
12. Water bottles or cups are not allowed in work areas; however, paper cups are provided at company provided water dispensers.
13. Removal of product from the line for consumption is not allowed.
14. Smoking is permitted in designated areas outside of the facility. Cigarette butts must be disposed of properly in the container provided.
15. No eating, drinking, or chewing gum is allowed, except in designated eating areas; food, drink, and candies (e.g. gum) must be disposed of prior to entering the production area.

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		Print Date/Time: 7/1/2020 3:01:05 PM

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16. No items that can be used as weapons of any kind are allowed in plant (see the Contractor Safety Handbook for instructions pertaining to use of knives at the facility).
17. Glass or brittle plastic of any kind, including ceramic cups, are not allowed in the plant.
18. No pets are allowed in the production area and no pets are allowed to roam within the boundaries of the company property.
19. There is no littering allowed in the plant or on company property. All trash must be disposed of in marked receptacles.
20. Any person who is shown to have, or appears to have, an illness, open lesion that include boils, sores, or infected wounds, or any other abnormal source of microbial contamination by which there is a reasonable possibility of food, food-contact surfaces or food packaging materials becoming contaminated, shall be excluded from any plant operation until the condition is corrected.
21. By signing in at the front desk, the visitor/contractor acknowledges that he/she has read and will follow these GMP and Food Defense Policies of Wonderful Citrus during his/her visit.

Revision History

Date	Revision Details	Edited by: (Name, Title)	Approved by: (Name, Title)
12.04.2012	Document Creation	Unknown	Unknown
02.09.2017	Added food defense requirements, updated a typo	C. Williams, Director of Food Safety & Quality Assurance	C. Williams, Director of Food Safety & Quality Assurance
04.15.2019	included line in reference to contractor	C. Williams, Director of Food Safety & Quality Assurance	C. Williams, Director of Food Safety & Quality Assurance
06.01.2020	Revised to new document control format; added header, updated footer, font and font size. Updated 3.17; "not" allowed.	J. Irey, Food Safety Manager	C. Williams, Director of Food Safety & Quality Assurance