

SOP: Hygiene and Food Safety Guidelines for Delivery Staff

This SOP outlines [hygiene and food safety guidelines for delivery staff](#), covering personal hygiene practices, proper handling and transportation of food items, use of protective equipment, vehicle cleanliness and maintenance, temperature control during delivery, protocols for avoiding cross-contamination, safe packaging standards, and procedures for reporting health issues or contamination incidents. The goal is to ensure the safe delivery of food products while minimizing the risk of foodborne illnesses and maintaining customer trust through strict adherence to food safety standards.

1. Personal Hygiene Practices

- Always wear clean uniforms and avoid jewelry (except plain wedding bands).
- Keep hair tidy and covered if possible (wear a cap or hairnet).
- Trim and clean fingernails; avoid artificial nails and nail polish.
- Wash hands thoroughly with soap and water:
 1. Before starting each shift
 2. After using the restroom
 3. After handling money or non-food items
 4. Before and after handling food packages
- Use hand sanitizers when hand washing facilities are unavailable.
- Cover nose and mouth with tissue or elbow when sneezing/coughing; wash hands afterwards.
- Stay home when experiencing symptoms of illness (fever, cough, diarrhea, vomiting, etc.).

2. Proper Food Handling and Transportation

- Do not touch food directly; handle only in sealed or appropriate packaging.
- Place food containers upright to prevent spills and leakage during transport.
- Ensure separation between raw and ready-to-eat foods to avoid cross-contamination.
- Do not allow unapproved persons or pets in the delivery vehicle during delivery rounds.

3. Use of Personal Protective Equipment (PPE)

- Wear disposable gloves and face masks when handling and delivering food.
- Change gloves after handling external objects or when soiled.
- Follow company instructions on the disposal of used PPE.

4. Vehicle Cleanliness and Maintenance

- Clean the vehicle's interior and storage compartments daily.
- Use approved disinfectants to sanitize high-touch surfaces (steering wheel, door handles, storage areas).
- Inspect delivery bags/boxes daily for cleanliness and damage.
- Do not store personal items with food deliveries.

5. Temperature Control During Delivery

- Transport hot foods at $\geq 60^{\circ}\text{C}$ (140°F) and cold foods at $\leq 5^{\circ}\text{C}$ (41°F).
- Use insulated bags or containers to maintain required food temperatures.
- Minimize delivery times and avoid unnecessary stops to maintain temperature standards.

6. Cross-Contamination Prevention

- Use separate storage/compartments for food, cleaning supplies, and personal items.
- Sanitize delivery equipment after spills or contact with raw food packages.
- Report and clean up any contamination immediately.

7. Safe Packaging Standards

- Check that all food items are properly sealed and labeled before delivery.
- Do not accept or deliver packages with visible damage or signs of tampering.
- Use secondary containment (delivery bags/boxes) for additional protection as required.

8. Reporting Procedures

- Inform your supervisor if you are ill or have been exposed to contagious diseases.
- Immediately report any instances of suspected food contamination, compromised packaging, or vehicle breakdowns that may affect food safety.
- Document and communicate all incidents as per company policy.

9. Compliance and Training

- Participate in regular food safety and hygiene training sessions.
- Follow updates and new guidelines issued by management or local health authorities.
- Review this SOP at least annually or as needed to stay current with regulations.

Effective Date: _____

Approved By: _____

Next Review Date: _____