

South Middleton Youth Baseball Association



2021 ASAP Safety Plan for Managers and Coaches

League ID 162104

"Play Hard - Play Safe"



Table of Contents

1. Introduction.....	3
2. Safety Mission	3
3. Important Phone Numbers and Contact Info.....	4
4. Safety Code	5
5. Code of Conduct	8
6. Safety Procedures	9
a. Child Protection	9
b. Communicable Disease.....	9
c. Lightning.....	9
d. Field Maintenance and Storage Shed	10
e. Batting Cage.....	10
f. Heat Stress.....	10
g. Accident Reporting	11
7. Expectations	12

ASAP Requirements Cross Reference

Requirement 1 – Safety Officer.....	4
Requirement 2 – Plan Distribution	3
Requirement 3 – Emergency Plan	4
Requirement 4 – Volunteer Application	6
Requirement 5 – Training	5
Requirement 6 – First Aid Training	5
Requirement 7 – Field Conditions.....	5
Requirement 8 – Facility Survey	Submitted separately
Requirement 9 – Concession Stand Safety	6
Requirement 10 – Equipment Check	6
Requirement 11 – Accident Reporting	11
Requirement 12 – First Aid Kits	5
Requirement 13 – Enforce Little League Rules	6, 8
Requirement 14 – Player/Coach Data.....	Submitted separately
Requirement 15 – Answer Survey Question.....	Submitted separately

1. Introduction

ASAP - What is it? In 1995, ASAP (A Safety Awareness Program) was introduced with the goal of re-emphasizing the position of Safety Officer "to create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League Baseball". This manual is offered as a tool to place some important information at manager's and coach's fingertips.

Used in conjunction with the Little League Rule Book, Local Option Rules, the Play it Safe book, Protecting Young Pitchers Arms guide, and training for managers, coaches and other volunteers, this manual is part of the overall safety plan for our league.

Please read through this manual thoroughly and share it with your team. Safety is both an individual and team effort. If there are any questions, contact the South Middleton Youth Baseball Association ("SMYBA") Safety Officer - SEE list of IMPORTANT NUMBERS for contact information on the next page.

DISTRIBUTION:

This manual is provided to:

- ▶ Each team manager
- ▶ All Board members
- ▶ District #14 Safety Officer
- ▶ All parents via email distribution and by posting on website at www.smyba.net.

A copy is also available at each primary field location and/or concessions area.

2. Safety Mission

SMYBA strives to provide a fun and safe environment for the enjoyment of the game of baseball. For our players, parents, volunteers, and spectators, SMYBA will pursue well maintained facilities and safety conscious coaches and volunteers.

3. Important Numbers and Contact Info

Police / Fire / EMS	911
PA State Police	(717) 249-2121
SMYBA Safety Officer – Chris Fisher*	(717) 385-0834

* Contact Chris Fisher to track/report injuries.

Executive Board of Directors			
President	Chris Schaffer	chris@smyba.net	(717) 580-4340
VP Baseball	Chris Fisher	fisher@smyba.net	(717) 385-0834
Player Agent	Dan Bock	dan@smyba.net	
Secretary	Dana Schaffer	dana@smyba.net	
Treasurer	Jen Acuna	jacuna@smyba.net	
Board of Directors			
League Information Officer	Carrie Snyder-Evans	carrie@smyba.net	
Fundraising & Sponsors Director	Jenn White	jwhite@smyba.net	
Safety Officer	Chris Fisher	fisher@smyba.net	(717) 385-0834
Division Directors			
Juniors	Paul Wilson	paul@smyba.net	
Intermediate – 50/70	Michelle Houser	michelle@smyba.net	
Majors	Kirk Stoner	kirk@smyba.net	
Minors AAA - Kid Pitch	Jason Gardner	jason@smyba.net	
Minors AA - Kid/Coach Pitch	Matt Wetzel	matt@smyba.net	
Minors A - Coach Pitch	Sean Kenyon	sean@smyba.net	
Tee Ball	Randy Evans	randy@smyba.net	
Directors/Coordinators			
Fall Ball Coordinator	Randy Evans	randy@smyba.net	
Player/Coach Development			
Concessions Coordinator	Jessica Wilson Mollie Turner	jess@smyba.net mollie@smyba.net	
Equipment Manager			
Field Maintenance Coordinator	Terry White	terry@smyba.net	
Purchasing Agent			

SMYBA Little League Fields

Tee Ball, Minors A, Minors AA and Minors AAA:

South Middleton Park - 520 Park Drive, Boiling Springs, PA 17007

Minors AAA, Majors, Intermediate, Juniors:

Holly Woodcrafters Baseball Fields a/k/a Bowman Park – 1 Woodcraft Drive, Mt. Holly Springs, PA 17065

4. Safety Code

- Responsibility for safety procedures should be that of an adult member of the League.
- Emergency phone numbers will be posted in the concession stands, dugouts and field sheds.
- Managers and coaches must attend the mandatory coach's safety meeting and be certified through the Positive Coaching Alliance ("PCA") baseball fundamentals.
 - PCA Baseball Fundamental Training: TBD or through the online course
 - Mandatory Coach Safety Training: March _____, 2020
- First aid supplies/kits will be available to each team and are located at each concession stand and field shed.
- No games or practices should be held when weather or field conditions are not safe, particularly when lighting is inadequate.
- The play area should be inspected by coaches frequently for holes, damage, rocks, glass, etc.
 - If issues are noted on a playing field, please inform the SMYBA Field Maintenance Director (contact info provided above).
- All team equipment should be stored within the team dugout, or behind screens, and not within the area defined by the umpires as "in play."
- Only players, managers, coaches, and umpires are permitted on the playing field or in the dugout during games and practice sessions.
- Responsibility for keeping bats and loose equipment off the field of play should be that of a player assigned for this purpose, or the team's manager and coaches.
- A procedure should be established for retrieving foul balls batted out of playing area.
- During practice and games, all players should be alert and watching the batter each pitch.
- During warm-up drills, players should be spaced so that no one is endangered by wild throws or missed catches.
- All pre-game warm-ups should be performed within the confines of the playing field, and not within areas that are frequented by, and thus endanger spectators (i.e., playing catch, pepper, swinging bats, etc.)
- Equipment should be inspected regularly for the condition of the equipment, as well as for proper fit. Broken equipment must be replaced.
- Batters must wear Little League approved helmets during batting practice and games.
- Catchers must wear catcher's helmet, mask, throat guard, long model chest protector, shin guards and protective cup with athletic supporter at all

times (males) for all practices and games. NO EXCEPTIONS.

- The Catcher must wear catcher's helmet and mask with a throat guard in warming up pitchers. This applies between innings and while using the practice mound during a game and also during practices.
- Managers and Coaches may not warm up pitchers before or during a game (Rule 3.09).
- Managers should encourage all male players to wear protective cups and supporters for practices and games.
- Except when a runner is returning to a base, headfirst slides are not permitted.
- During sliding practice, bases should not be strapped down or anchored.
- During games, breakaway "safety bases" shall be used, if available.
- At no time should "horse play" be permitted on the playing field.
- Coaches/umpires should walk fields before use to ensure fields are safe and playable. Any unsafe conditions should be corrected or, if not immediately correctable, it should be reported to the League Safety Officer and Field Maintenance Director.
- Parents of players who wear glasses should be encouraged to provide "safety glasses".
- Players must not wear watches, rings, pins or metallic items during games and practices.
- On deck batters are not permitted (except in Juniors Division).
- Concession stand coordinators will receive training in proper food handling, and concession stand safety. Safety procedures (See Appendix 2) will be posted.
- All volunteers must fill out a [2021 Little League Volunteer Application form](#) and consent to a mandatory background check.
- Anyone that refuses a background check is ineligible to be a volunteer.
- The Safety Officer will perform an annual safety inspection of the SMYBA facilities. Deficiencies shall be communicated to the League President and resolved appropriately. The Annual Little League Facility Survey will be submitted to Little League International with the submission of this annual safety plan and the safety plan registration form.
- League registration data and/or roster data and coach/manager data will be uploaded to the Little League Data Center upon closing of registration.

Some Important Do's and Don'ts

Do ...

- Reassure and aid children who are injured, frightened, or lost.
- Provide, or assist in obtaining, medical attention for those who require it.
- Know your limitations.
- Carry your first aid kit to all games and practices.
- Assist those who require medical attention - and when administering aid, remember to ...

.... LOOK for signs of injury (blood, black-and-blue deformity of joint, swelling, etc.).

..... ***LISTEN*** to the injured describe what happened and what hurts if conscious. Before questioning, you may have to calm and soothe an excited child. **If injured person is unconscious, call 911 immediately and do not move injured person.**

..... ***FEEL*** gently and carefully the injured area for signs of swelling.

- Make arrangements to have a cellular phone available at all games or practices.

Don't ...

- Administer any medications.
- Provide any food or beverages (other than water).
- Hesitate in giving aid when needed.
- Be afraid to ask for help if you're not sure of the proper procedures (i.e., CPR, etc.).
- Transport injured individuals except in extreme emergencies.
- Leave an unattended child at a practice or game.
- **Hesitate to report any present or potential safety hazard to the Safety Officer, immediately.**

5. Code of Conduct

- **Speed Limit 5 mph** in parking lots while attending any Little League function.
- Watch for small children moving in between and around parked cars.
- No alcohol allowed in any parking lot, field, or common areas within a SMYBA facility.
- No Playing in parking lots at any time.
- No Playing on and around lawn equipment.
- No profanity.
- No swinging bats or throwing baseballs at any time outside the designated areas at the SMYBA facility. Players not currently batting in a properly designated area should not have bats in hand; bats should be put away or laying on the ground until it is such player's time to bat.
- No throwing balls against dugouts or against fences and backstops.
- No throwing rocks.
- No horse-play at any time.
- No climbing fences.
- Only a player on the field and at bat, may swing a bat (Age 4 - 12).
- Juniors (Age 13) on the field at bat or on deck may swing a bat. Be alert of area around you when swinging a bat while in the on-deck position.
- Observe all posted signs. Players and spectators should be alert at all times for foul balls and errant throws.
- During a game, players must remain in the dugout area in an orderly fashion at all times.
- After each game, each team must clean up trash in dugout.
- All gates to the field must remain closed at all times. After players have entered or left the

- playing field, gates should be closed and secured.
- No children under the age of 15 are to be permitted in the Concession Stand unless granted permission by the adult in charge.

Failure to comply with the above may result in expulsion from the SMYBA field or park.

6. Safety Procedures

CHILD PROTECTION PROCEDURE

All volunteers having repeated access to the children of the league must complete a 2021 Little League Volunteer Application form and will be checked for sexual offenses against children. This includes all board members, managers, coaches, and team parents.

COMMUNICABLE DISEASE PROCEDURES

1. Bleeding must be stopped, the open wound covered, and the uniform changed if there is blood on it before the athlete may continue.
2. Routinely use gloves to prevent mucous membrane exposure when contact with blood or other body fluids is anticipated (provided in first aid kit).
3. Immediately wash hands and other skin surfaces if contaminated with blood.
4. Clean all blood contaminated surfaces and equipment.
5. Managers, coaches, and volunteers with open wounds should refrain from all direct contact until the condition is resolved.
6. Follow accepted guidelines in the immediate control of bleeding and disposal when handling bloody dressings, mouth guards and other articles containing body fluids.

LIGHTNING PROCEDURES

At Practices....

1. Be aware of weather reports before heading to your practice field.
2. At the first sign of approaching weather or sound of thunder, stop practice immediately and get everyone into cars or inside a walled building. DO NOT congregate under trees or near metal fences/backstops.
3. DO NOT wait for the first sight of lightning. The first one could be the one that hits you!
4. Do not resume practice until the weather has safely passed.

Managers are responsible for player safety at practices DO NOT RISK SAFETY!

At Games....

1. The umpire(s) are in control of stopping the game for lightning; however, any coach noticing lightning shall inform the home plate umpire who will immediately stop the game.
2. All managers, coaches, and players will immediately move all players to safe

surroundings, either inside a solid building or inside cars.

3. No one is to remain outside or in the dugouts.
4. When and whether the game is resumed is left to the discretion of the umpire

FIELD MAINTENANCE and STORAGE SHED PROCEDURES

1. All individuals using the equipment sheds (i.e., Managers, coaches, etc.) are aware of their responsibilities for the orderly and safe storage of rakes, shovels, bases, etc.
2. Before you use any machinery located in the shed (i.e., tractors, lights, scoreboards, public address systems, etc.) please locate and read the written operating procedures for that equipment.
3. All chemicals or organic materials stored in SMYBA sheds shall be properly marked and labeled as to its contents.
4. Any witnessed “loose” chemicals or organic materials within these sheds should be cleaned up and disposed of as soon as possible to prevent accidental poisoning.
5. No one under the age of 18 is allowed to operate any power or electrical equipment, or handle any chemicals.

BATTING CAGE and PITCHING MACHINE PROCEDURES

1. A maximum of two children are allowed in the batting cage at a time... a batter with a proper batting helmet, and catcher in full gear, if desired.
2. No children are allowed to stay behind the screen with the adult throwing batting practice.
3. No players should be swinging a bat outside the cages unless in a designated caged, warm-up area.
4. Throwing balls in the area around the cages is not allowed.
5. The pitching machine must be set up, put away and operated by an adult only.
6. The pitching machine shall not be operated during rain. It must be switched off and at least covered or put away.

HEAT STRESS AWARENESS

Make sure to allow practice breaks that provide fluid consumption and shade from the sun. Be aware of the following-

Signs and Symptoms:

- **Mild** – sweating, irritability, heat cramps
- **Moderate** (Heat Exhaustion) – excessive sweating, weakness, dizziness, cold skin, pale/clammy
- **Severe** (Heat Stroke) – lack of sweat (hot dry skin), headache, nausea, confused/dizzy, rapid pulse

Remember to get help immediately if moderate or severe cases are suspected.

ACCIDENT REPORTING PROCEDURE

What to report - An incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid must be reported to the Safety Officer, appropriate Division Director, and League President. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury or periods of rest.

When to report - All such incidents described above must be reported to the Safety Officer, appropriate Division Director, and the League President within 48 hours of the incident. (See page 4 for contact info).

How to make the report - Reporting incidents can come in a variety of forms. It is recommended to use Appendix 1, Incident/Injury Report. Most typically, they are telephone conversations. At a minimum, the following information must be provided:

- The name and phone number of the individual involved.
- The date, time, and location of the incident.
- As detailed a description of the incident as possible.
- The preliminary estimation of the extent of any injuries.
- The name and phone number of the person reporting the incident.

Safety Officer's Responsibilities - Within 48 hours of receiving the incident report, the Safety Officer will contact the injured party or the party's parents and (1) verify the information received; (2) obtain any other information deemed necessary; (3) check on the status of the injured party; and (4) in the event that the injured party required other medical treatment (i.e., Emergency Room visit, doctor's visit, etc.) will advise the parent or guardian of the SMYBA's insurance coverage's and the provisions for submitting any claims.

If the extent of the injuries are more than minor in nature, the Safety Officer shall periodically call the injured party to (1) check on the status of any injuries, and (2) to check if any other assistance is necessary in areas such as submission of insurance forms, etc. until such time as the incident is considered "closed" (i.e., no further claims are expected and/or the individual is participating in the league).

If any league office reporting is required, the Safety Officer shall be responsible to ensure process is completed in a timely manner.

7. Expectations

WHAT, AS A MANAGER, DO I EXPECT FROM MY PLAYERS?

- To be on time for all practices and games.
- To always do their best whether in the field or on the bench.
- To be cooperative at all times and share team duties.
- To respect not only others, but themselves as well.
- To be positive with teammates at all times.
- To try not to become upset at their own mistakes or those of others - we will all make our share this year and we must support one another.
- To understand that winning is only important if you can accept losing, as both are important parts of any sport.

WHAT CAN YOU AND YOUR CHILD EXPECT FROM ME?

- To be on time for all practices and games.
- To be as fair as possible in giving playing time to all players.
- To do my best to teach the fundamentals of the game.
- To be positive and respect each child as an individual.
- To set reasonable expectations for each child and for the season.
- To teach the players the value of winning and losing.
- To be open to ideas, suggestions or help.
- To never holler at any member of my team, the opposing team or umpires. Any confrontation will be handled in a respectful, quiet and individual manner.

WHAT DO I EXPECT FROM YOU AS PARENTS AND FAMILY?

- To come out and enjoy the game. Cheer to make all players feel important.
- To allow me to coach and run the team.
- To try not to question my leadership. All players will make mistakes and so will I.
- Do not yell at me, the players or the umpires. We are all responsible for setting examples for our children. We must be the role models in society today. If we eliminate negative comments, the children will have an opportunity to play without any unnecessary pressures and will learn the value of sportsmanship.
- If you wish to question my strategies or leadership, please do not do so in front of the players or fans. My phone number will be available for you to call at any time if you have a concern. It will also be available if you wish to offer your services at practice. A helping hand is always welcome.
- Finally, don't expect the majority of children playing Little League baseball to have strong skills. We hear all our lives that we learn from our mistakes. Let's allow them

Appendix 1

Incident/Injury Tracking (Click Hyperlink for PDF)

For Local League Use Only

Activities/Report

A Safety Awareness Program's Incident/Injury Tracking Report

League Name: _____ League ID: ____ - ____ - ____ Incident Date: _____
 Field Name: Location: _____ Incident Time: _____
 Injured Person's Name: _____ Date of Birth: _____
 Address: _____ Age: _____ Sex: ☐ Male ☐ Female
 City: _____ State: _____ ZIP: _____ Home Phone: () _____
 Parent's Name (If Player) _____ Work Phone: () _____
 Parent's Address (If Different): _____ City: _____

Incident occurred while participating in:

- A.)** ☐ Baseball ☐ Softball ☐ Challenger ☐ TAD
B.) ☐ Challenger ☐ T-Ball ☐ Minor ☐ Major ☐ Intermediate (50/70)
 ☐ Junior ☐ Senior ☐ Big League
C.) ☐ Tryout ☐ Practice ☐ Game ☐ Tournament ☐ Special Event
 ☐ Travel to ☐ Travel from ☐ Other (Describe): _____

Position/Role of person(s) involved in Incident:

- D.)** ☐ Batter ☐ Baserunner ☐ Pitcher ☐ Catcher ☐ First Base ☐ Second
 ☐ Third ☐ Short Stop ☐ Left Field ☐ Center Field ☐ Right Field ☐ Dugout
 ☐ Umpire ☐ Coach/Manager ☐ Spectator ☐ Volunteer ☐ Other: _____

Type of Injury: _____

Was first aid required: ☐ Yes ☐ No If yes, what: _____

Was professional medical treatment required? ☐ Yes ☐ No If yes, what: _____

(If yes, the player must present a non-restrictive medical release prior to being allowed in a game or practice.)

Type of Incident and location:

- | | | |
|---|--|--|
| A.) On primary Playing Field
<input type="checkbox"/> Base Path: <input type="checkbox"/> Running or <input type="checkbox"/> Sliding
<input type="checkbox"/> Hit by Ball: <input type="checkbox"/> Pitched or <input type="checkbox"/> Thrown or <input type="checkbox"/> Batted
<input type="checkbox"/> Collision With: <input type="checkbox"/> Player or <input type="checkbox"/> Structure
<input type="checkbox"/> Grounds Defect
<input type="checkbox"/> Other: _____ | B.) Adjacent to Playing Field
<input type="checkbox"/> Seating Area
<input type="checkbox"/> Parking Area
C.) Concession Area
<input type="checkbox"/> Volunteer/Worker
<input type="checkbox"/> Customer/Bystander | D.) Off Ball Field
<input type="checkbox"/> Travel:
<input type="checkbox"/> Car or <input type="checkbox"/> Bike or
<input type="checkbox"/> Walking
<input type="checkbox"/> League Activity
<input type="checkbox"/> Other: . |
|---|--|--|

Please give a short description of incident: _____

Could this accident have been avoided? How: _____

This form is for local Little League use only (should not be sent to Little League International.) This document should be used to evaluate potential safety hazards, unsafe practices and/or to contribute positive ideas in order to improve league safety. When an accident occurs, obtain as much information as possible. For all Accident claims or injuries that could become claims to any eligible participants under the Accident Insurance policy, please complete the Accident Notification Claim form available at http://www.littleleague.org/Assets/forms_pubs/asap/AccidentClaimForm.pdf and send to Little League International. For all other claims to non-eligible participants under the Accident policy or claims that may result in litigation, please fill out the General Liability Claim form available here: http://www.littleleague.org/Assets/forms_pub/asap/GLClaimForm.pdf.

Prepared By/Position: _____ **Phone Number:** () _____

Signature: _____ **Date:** _____

Appendix 2

[Concession Safety](#) (Click Hyperlink for PDF)

Concession Stand Tips

SAFETY FIRST

Requirement 9

12 Steps to Safe and Sanitary Food Service Events: The following information is intended to help you run a healthful concession stand. Following these simple guidelines will help minimize the risk of foodborne illness. This information was provided by District Administrator George Glick, and is excerpted from "Food Safety Hints" by the Fort Wayne-Allen County, Ind., Department of Health.

1. Menu.

Keep your menu simple, and keep potentially hazardous foods (meats, eggs, dairy products, protein salads, cut fruits and vegetables, etc.) to a minimum. Avoid using precooked foods or leftovers. Use only foods from approved sources, avoiding foods that have been prepared at home. Complete control over your food, from source to service, is the key to safe, sanitary food service.

2. Cooking.

Use a food thermometer to check on cooking and holding temperatures of potentially hazardous foods. All potentially hazardous foods should be kept at 41° F or below (if cold) or 140° F or above (if hot). Ground beef and ground pork products should be cooked to an internal temperature of 155° F, poultry parts should be cooked to 165° F. Most foodborne illnesses from temporary events can be traced back to lapses in temperature control.

3. Reheating.

Rapidly reheat potentially hazardous foods to 165° F. Do not attempt to heat foods in crock pots, steam tables, over sterno units or other holding devices.

Slow-cooking mechanisms may activate bacteria and never reach killing temperatures.

4. Cooling and Cold Storage.

Foods that require refrigeration must be cooled to 41° F as quickly as possible and held at that temperature until ready to serve. To cool foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 4 inches in depth and refrigerate. Pans should not be stored one atop the other and lids should be off or ajar until the food is completely cooled. Check temperature periodically to see if the food is cooling properly. Allowing hazardous foods to remain unrefrigerated for too long has been the number ONE cause of foodborne illness.

5. Hand Washing.

Frequent and thorough hand washing remains the first line of defense in preventing foodborne disease. The use of disposable gloves can provide an additional barrier to contamination, but they are no substitute for hand washing!

6. Health and Hygiene.

Only healthy workers should prepare and serve food. Anyone who shows symptoms of disease (cramps, nausea, fever, vomiting, diarrhea, jaundice, etc.) or who has open sores or infected cuts on the hands should not be allowed in the food concession area. Workers should wear clean outer garments and should not smoke in the concession area. The use of hair restraints is recommended to prevent hair ending up in food products.

7. Food Handling.

Avoid hand contact with raw, ready-to-eat foods and food contact surfaces. Use an acceptable dispensing utensil

to serve food. Touching food with bare hands can transfer germs to food.

8. Dishwashing.

Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable dishware. Wash in a four-step process:

1. Washing in hot soapy water;
2. Rinsing in clean water;
3. Chemical or heat sanitizing; and
4. Air drying.

9. Ice.

Ice used to cool cans/bottles should not be used in cup beverages and should be stored separately. Use a scoop to dispense ice; never use the hands. Ice can become contaminated with bacteria and viruses and cause foodborne illness.

10. Wiping Cloths.

Rinse and store your wiping cloths in a bucket of sanitizer (example: 1 gallon of water and 1/2 teaspoon of chlorine bleach). Change the solution every two hours. Well sanitized work surfaces prevent cross-contamination and discourage flies.

11. Insect Control and Waste.

Keep foods covered to protect them from insects. Store pesticides away from foods. Place garbage and paper wastes in a refuse container with a tight-fitting lid. Dispose of wastewater in an approved method (do not dump it outside). All water used should be potable water from an approved source.

12. Food Storage and Cleanliness.

Keep foods stored off the floor at least six inches. After your event is finished, clean the concession area and discard unusable food.

13. Set a Minimum Worker Age.

Leagues should set a minimum age for workers or to be in the stand; in many states this is 16 or 18, due to potential hazards with various equipment.

Safety plans must be postmarked no later than May 1st.

Volunteers Must Wash Hands

HOW



WHEN

Wash your hands before you prepare food or as often as needed.

Wash after you:

- ▶ use the toilet
- ▶ touch uncooked meat, poultry, fish or eggs or other potentially hazardous foods
- ▶ interrupt working with food (such as answering the phone, opening a door or drawer)
- ▶ eat, smoke or chew gum
- ▶ touch soiled plates, utensils or equipment
- ▶ take out trash
- ▶ touch your nose, mouth, or any part of your body
- ▶ sneeze or cough

Do not touch ready-to-eat foods with your bare hands.

Use gloves, tongs, deli tissue or other serving utensils.

Remove all jewelry, nail polish or false nails unless you wear gloves.

Wear gloves.

when you have a cut or sore on your hand

when you can't remove your jewelry

If you wear gloves:

- ▶ wash your hands before you put on new gloves

Change them:

- ▶ as often as you wash your hands
- ▶ when they are torn or soiled

Developed by UMass Extension Nutrition Education Program with support from U.S. Food & Drug Administration in cooperation with the MA Partnership for Food Safety Education. United States Department of Agriculture Cooperating. UMass Extension provides equal opportunity in programs and employment.

