

Darat Al-Qahwa 1970

PPE Policy: Face Mask, Gloves & Hair Net

Personal Protective Equipment Policy for Food and Beverage Handling



PPE Standard

SAFE PEOPLE. SAFE COFFEE. EVERY TIME.

1 

Purpose

Protect food safety, team safety, and product quality by using PPE correctly at all times.

2 

Required PPE



Hair Cover / Cap Gloves Face Mask Clean Apron Clean Uniform

3 

Key Standards

- Wear clean PPE before starting work.
- Change gloves when contaminated.
- Keep hair fully covered.
- Use mask when required by policy.
- Keep apron and uniform clean.
- Remove damaged PPE immediately.

4 

Best Practices

- Wash hands before wearing gloves.
- Store PPE in a clean area.
- Replace single-use PPE when needed.
- Never touch face then handle food.
- Check PPE before each shift.

5 

Quality Checkpoints

- Clean appearance
- Correct fit
- Full coverage
- Proper use during food and beverage handling.

GLOVES



Wear clean gloves and change when needed.

HAIR COVER / CAP



Keep all hair fully covered at all times.

FACE MASK



Wear mask as required by policy.

CLEAN APRON



Apron must be clean, tidy, and in good condition.

CLEAN UNIFORM



Uniform must be clean, neat, and fully buttoned.

 **REMINDER**

Clean PPE supports safe coffee, safe food, and a professional image.



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TRAINING FOR EXCELLENCE



Darat Al-Qahwa 1970

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Personal Protective Equipment Policy for Food and Beverage Handling

Company	Darat Al-Qahwa 1970
Document Type	Company PPE Policy
Applies To	Food preparation, beverage preparation, bakery handling, packing, storage, and service areas
Effective Date	____ / ____ / ____

1. Purpose

The purpose of this policy is to ensure that all food and beverage products are prepared, handled, packed, and served in a safe and hygienic manner. Personal Protective Equipment (PPE) helps reduce the risk of contamination and supports Darat Al-Qahwa 1970 food safety standards.

2. Scope

This policy applies to all employees, supervisors, trainees, and any authorized person working in food preparation, beverage preparation, bakery handling, packing, storage, and customer service areas.

3. Required PPE

Employees must wear the required PPE during food and beverage handling operations:

PPE Item	Required Use
Face Mask	Required when preparing, handling, packing, or serving food and beverages.
Gloves	Required when handling ready-to-eat food, bakery items, toppings, packaging, or during direct product contact.
Hair Net / Cap	Required inside preparation, bakery, storage, and service areas to prevent hair contamination.

4. Face Mask Policy

Employees must wear a clean face mask when working in food and beverage preparation areas.

Requirements:

- Face mask must cover both nose and mouth.
- Mask must be clean and in good condition.
- Mask must not be pulled down under the chin during work.
- Mask must be replaced if wet, dirty, damaged, or after long use.
- Employees must avoid touching the mask while working.
- Hands must be washed or sanitized after touching or adjusting the mask.

Controlled Document - For Food Safety and Operational Use



Not Allowed:

- Working with mask under the nose.
- Reusing dirty or damaged masks.
- Placing used masks on counters, machines, or food contact surfaces.

5. Gloves Policy

Gloves are required when handling ready-to-eat items or when there is direct contact with food or packaging.

Requirements:

- Wash hands before wearing gloves.
- Gloves must be clean, disposable, and food-safe.
- Gloves must be changed regularly and between different tasks.
- Gloves must be changed immediately if torn, dirty, contaminated, or after touching non-food surfaces.
- Gloves must not replace handwashing.

Not Allowed:

- Washing and reusing disposable gloves.
- Using the same gloves for cleaning and food handling.
- Wearing gloves while using mobile phones, then returning to food handling without changing them.

6. Hair Net / Cap Policy

All employees must wear a hair net or approved cap in preparation and service areas.

Requirements:

- Hair must be fully covered.
- Long hair must be tied back before wearing a hair net or cap.
- Hair net/cap must be clean and properly fitted.
- Beard cover may be required for employees with long facial hair if applicable.
- Hair net/cap must be worn before entering preparation areas.

Not Allowed:

- Loose hair in food preparation areas.
- Removing hair net/cap while preparing or handling food.
- Placing hair net/cap on food contact surfaces.

Gloves Must Be Changed After:

- Handling cash or POS devices
- Touching face, hair, phone, apron, or body
- Taking out garbage
- Cleaning or using chemicals
- Handling raw or unclean items
- Leaving the workstation
- Using the toilet or break area

7. Arm Gloves / Arm Sleeves Policy

Arm gloves / arm sleeves are required when employees are handling ready-to-eat food, bakery items, drinks, toppings, packaging, or during any task where arms may come into contact with food, equipment, or food-contact surfaces.

Requirements:

- Wash and sanitize hands before wearing arm gloves / arm sleeves.
- Arm gloves must be clean, food-safe, and in good condition.
- Arm gloves must fully cover the forearm area as required for the task.
- Arm gloves must be changed immediately if torn, dirty, wet, contaminated, or after touching non-food surfaces.
- Arm gloves must be used during food preparation, product packing, bakery handling, and high-risk food contact tasks.
- Arm gloves must not replace proper hand-washing or glove changing.
- Disposable arm gloves must be discarded after use and not reused.

Not Allowed:

- Using torn, dirty, or damaged arm gloves.
- Reusing disposable arm gloves after removing them.
- Wearing the same arm gloves for cleaning and food handling.
- Touching mobile phones, face, hair, garbage, chemicals, or non-food surfaces, then returning to food handling without changing arm gloves and washing hands.
- Placing used arm gloves on counters, food-contact surfaces, or near open food.

8. Plastic Apron Policy

Plastic aprons are required when employees are preparing, handling, washing, cleaning, packing, or serving food and beverages where there is a risk of contamination, splashing, or direct contact with the uniform.

Requirements:

- Plastic apron must be clean and properly worn before starting the task.
- Plastic apron must cover the front of the uniform to protect food from contamination.
- Plastic apron must be changed immediately if dirty, torn, contaminated, or heavily wet.
- Plastic apron must be worn during food preparation, beverage preparation, bakery handling, dish-washing, cleaning, and product packing when required.
- Plastic apron must be removed before entering toilets, break areas, or leaving the food preparation area.
- Disposable plastic aprons must be discarded after use.
- Reusable plastic aprons must be cleaned and sanitized according to the cleaning schedule.

Not Allowed:

- Wearing a dirty, torn, or contaminated plastic apron.
- Wearing the same apron after handling garbage, chemicals, or cleaning tasks without changing or sanitizing it.
- Wearing plastic apron inside toilets or staff break areas.
- Placing used aprons on food preparation tables, counters, or food-contact surfaces.
- Using plastic apron as a hand towel or wiping cloth.

- **Staff Responsibilities**

7. Wear PPE correctly at all required times.
8. Keep PPE clean and in good condition.
9. Change PPE when required.
10. Follow handwashing and hygiene procedures.
11. Report shortage or damage of PPE to the supervisor.
12. Follow instructions from the Shift Supervisor or Store Manager.

- **Supervisor Responsibilities**

8. Check staff PPE before and during the shift.
9. Ensure PPE stock is available.
10. Correct any non-compliance immediately.
11. Train new employees on PPE use.
12. Record repeated violations if necessary.
13. Ensure PPE rules are followed during audits or inspections.

- **Non-Compliance**

Failure to follow PPE policy may result in corrective action.

Examples of Non-Compliance:

- Not wearing required PPE.
- Wearing PPE incorrectly.
- Refusing to change contaminated gloves or mask.
- Handling food without proper PPE.
- Repeated hygiene violations.

Corrective Actions:

- Verbal reminder.
- Retraining.
- Written warning.
- Removal from food handling area.
- Disciplinary action according to company policy.

- **Hygiene Reminder**

PPE does not replace personal hygiene. Employees must always follow:

- Proper handwashing.
- Clean uniform policy.
- No jewelry or watches during food handling.
- No eating, drinking, or smoking in preparation areas.
- No working while sick or showing symptoms that may affect food safety.

• Policy Statement

Darat Al-Qahwa 1970 is committed to maintaining high standards of food safety, hygiene, and product quality. All employees must follow the PPE policy to protect customers, colleagues, and the company reputation.

Prepared By	Mahmoud Hamdy <i>mahmoud</i>
Reviewed By	_____
Signature	_____
Date	___ / ___ / ____



PPE DO & DON'T

Face Mask • Gloves • Hair Net



✓ **DO**

FACE MASK Cover nose and mouth. Keep the mask clean and properly worn.	
GLOVES Wash hands before wearing gloves. Use clean food-safe gloves and change them between tasks.	
HAIR NET Wear a clean hair net that fully covers the hair while working.	

✗ **DON'T**

FACE MASK Do not wear the mask under the nose or under the chin.	
GLOVES Do not use dirty or torn gloves. Do not use the same gloves after touching non-food surfaces.	
HAIR NET Do not leave hair uncovered or wear the hair net incorrectly.	

