



## La Tortilla Factory - Plant Tour Regulations

***All visitors must abide by all FDA, state, local and La Tortilla Factory regulations governing the operations of La Tortilla Factory.***

1. All visitors must report to the front desk, present a government or company issued photo ID and sign in to the visitors log according to the LTF visitor procedure.
2. Visitors will be issued a color coded visitor badge which must be worn at all times.
3. All visitors will be escorted by an LTF employee in all production areas at all times.
4. Personal clothing must be clean, free from hoods, hanging ties and decorative studs.
5. Top shirt pockets must be emptied of items prior to entering production areas.
6. Pants must completely cover the leg at and above the knee.
7. Shoes must be in good repair. Open toed shoes, sandals, high heels and flip flops are not allowed in the production area at any time.
8. Extra or unapproved clothing is not permitted inside production areas and must be left in a designated area.
9. Jewelry, including but not limited to: bracelets, watches, necklaces, rings, earrings, body jewelry or exposed piercings are not allowed in production areas at any time. If rings cannot be removed, gloves must be worn.
10. Fingernails must be short, clean and free of polish. If unavoidable, gloves must be worn.
11. Food and drinks are not permitted in production areas at any time.
12. Visitors infected with any infectious or communicable disease which may spread disease or illness, including but not limited to: boils, sores, infected wounds or persistent cough, will not be allowed in production areas.
13. All tobacco products are prohibited inside the building. Tobacco use is permitted in designated areas only and must be disposed of properly.
14. Hairnets provided by LTF must be worn at all times in the production areas. A beard net is required for any visitor with facial hair. Torn or incomplete hair nets or beard nets are not permitted. Hats are allowed in the warehouse only, but must be completely covered by hairnet, including the bill of the hat.
15. Red LTF issued smocks or plastic aprons (at LTF discretion) are required in the production areas.
16. Wash hands at the designated hand washing stations before entering production areas.
17. The use of cameras and cell phones is prohibited in the production areas. All calls must be conducted away from production areas unless approved by LTF management.
18. Contact with ingredients, work in progress, finished products and equipment is prohibited at all times, unless expressly approved by the LTF escort. The LTF escort must be notified if accidental contact occurs.
19. All visitors must contact the front desk and sign out prior to leaving the premises.