		<b>Norax Supplements</b> <b>655 10<sup>th</sup> St.</b> <b>Cedartown, GA 30125</b>	
<b>Title: Gowning and Good Hygiene Practices</b>		<b>Approved By: Director of Quality</b>	
<b>Policy #: B 7.0</b>	<b>Issue Date: 11/03/22</b>	<b>Revision: 1</b>	<b>Page 1 of 3</b>

## 1.0 Purpose

- 1.1 To provide written guidelines for the gowning and good hygiene practices of all personnel working in production and non-production areas, and to ensure protection of the end consumer and the highest quality in the processing of the finished product.

## 2.0 Scope


- 2.1 This procedure applies to all areas, products, and operations from receipt of raw materials to shipment of finished products.

## 3.0 Definitions

- 3.1 Open Product area – Area in the facility in which direct contact can be made with the raw material, finished product or any components that come in contact with product.
- 3.2 Non-Open Product area - Area in the facility where production using open product or direct contact components does not occur.
- 3.3 PPE – Personal Protective Equipment – Required gowning that protects personnel from any types of direct exposure to raw material, components or finished products. PPE also protects the raw material, components and finished products from being contaminated by personnel. Standard PPE includes a mask, a hair net, a beard net (if applicable), shoe covers, a company issued uniform, and a lab coat. Additional PPE that may be required for a job are safety glasses, splash shields, respirators and chemical gloves.

## 4.0 Good Hygiene

- 4.1 Personnel shall practice good hygiene and health habits including overall cleanliness of the body and clothing to protect raw materials and finished product from contamination.
- 4.2 Hands shall be washed prior to the start of and resuming all production related job functions. This includes every time after gowning and every time before entering a high-care area. This also includes washing hands after leaving the restrooms and after returning from breaks and lunch.
- 4.3 If personnel at any time has an apparent illness or open lesions that will adversely affect the safety or quality of any finished product, they should be removed from direct contact with open product.
- 4.4 It is the responsibility of the individual to report any illness or open lesions to management.

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## 5.0 Personal Attire


- 5.1 Non-management personnel are issued and required to wear a company issued uniform.
- 5.2 Uniforms can be worn underneath PPE in the Gowning zones (Open-Product areas) and can be worn stand alone in Non-Gowning Zones (Non-Open Product areas) (reference Attachment I).
- 5.3 In Non-Gowning zones (Non-Open Product areas), personnel's clothing (including company issued uniforms) is to be neat, clean and appropriate for the job function (reference Attachment I).
- 5.4 Hats of any kind are not allowed inside the facility.
- 5.5 Jewelry including dangling earrings, necklaces, watches and wedding bands are not permitted in Gowning zones.

## 6.0 Gowning Zones (Open Product areas)

- 6.1 Gowning requirements in gowning zones include lab coat, hair net, beard net (if applicable), face mask and shoe covers.
- 6.2 Gloves are required when handling any open materials and finished products. Gloves are also required in the Wash Room to protect the employee from chemicals that are used in cleaning.
- 6.3 Gowning Zones include (Refer to Attachment I):
  - 6.3.1 Production Line 1
  - 6.3.2 Production Line 2
  - 6.3.3 Production Line 3
  - 6.3.4 Production Line 4
  - 6.3.5 Production Line 5
  - 6.3.6 Label and Coding
  - 6.3.7 Encapsulation/Polishing/Tablets
  - 6.3.8 Compounding
  - 6.3.9 Mixing/Blending
  - 6.3.10 Wash Room

## 7.0 Non-Gowning Zones (Non-Open Product areas)

- 7.1 There are no gowning requirements in Non-Gowning Zones unless open product becomes present, with a few exceptions.
- 7.2 Closed toe and heel shoes are required while in the warehouse and other non-office areas. Steel toed shoes may be required for certain jobs.

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7.3 Raw Material, R & D, Quality Control and Laundry rooms will operate as a Non-Gowning Zone unless open product is present. In that case, all gowning requirements for a Gowning Zone will be followed.

7.4 Non-Gowning Zones include (Refer to Attachment I):

- 7.4.1 Warehouse
- 7.4.2 Raw Material
- 7.4.3 R & D
- 7.4.4 Quality Control
- 7.4.5 Laundry Room
- 7.4.6 Retain Room
- 7.4.7 Break Room
- 7.4.8 Office Areas
- 7.4.9 Label Room
- 7.4.10 Changing Room
- 7.4.11 Maintenance

7.5 An employee wearing PPE is allowed to enter Non-Gowning Zones if it is in the pathway to entering a gowning zone, with a few exceptions. (see 7.6)

7.6 PPE of any kind is not allowed in the Break Room and Front Office areas beyond the gowning station and when leaving the facility.

## 8.0 Gowning Areas and PPE Stations

8.1 The main gowning area is in a central location within the production area (See Attachment I) to allow employees to apply appropriate gowning and PPE to enter gowning zones, and the ability to de-gown and remove PPE when leaving gowning zones.

8.2 PPE stations are located in different areas throughout the facility for employees to access and apply PPE. Each of these stations are indicated by a gloves symbol on the gowning layout (See Attachment I).

## 9.0 Attachments

9.1 Attachment I – Gowning Layout

## 10.0 Document History

Revision #	Issue/Review Date	Description of Change	Reviewer Name
1	11/02/2022	New	Chad Hinson, Director of Technical Services



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Attachment I  
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# GOWNING LAYOUT

