L. Visitor Sign-In Log

Instructions: *All visitors must sign in prior to entering controlled-access areas (within buildings).*

VISITOR POLICY

All visitors must:

- ☐ Remain in the area they are given permission to be in (e.g., contractor remains in work area only)
- ☐ Refrain from entering controlled-access areas if the visitor has a disease or illness transferable to food, symptoms of such a disease or illness, or an open or infected lesion
- ☐ Wash hands before entering controlled-access areas
- ☐ Not handle product or materials unless given permission
- ☐ Wear appropriate protective and/or food safety-related clothing
  This includes: _____
- ☐ Shoes must be cleaned, changed or covered prior to entering if they are visibly dirty or soiled
- ☐ Other *(specify):* _____
- ☐ Sign in below to indicate they are informed of and understand the visitor policy

Date	Visitor's Name	Company Name, Purpose of Visit and Location on Premises

Confirmation Signature: _____ ***Date*** _____