**Port Health Team**

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Hygiene Rules in the galley area

Providers who produce meals for third parties bear a great deal of responsibility. Meals must not pose a risk to health and must be of flawless quality. To achieve this goal, it is important that the entire galley team pays attention to cleanliness and hygiene during their day-to-day work in the galley. This applies to personal and hand hygiene, correct handling of food and cleanliness in the galley and in the entire company.

The following hygiene rules for employees in the catering sector provide a short and succinct overview of important topics relating to daily work activities in galley’s.

Crew member hygiene - Keep yourself clean

Washing your hair regularly frees the scalp of dandruff, which microorganisms feed on.

Keep your fingernails clean, clipped and do not use nail varnish
- Microorganisms are particularly likely to accumulate under long fingernails.

Keep your street clothes separate from your workwear
- The use of suitable and clean workwear is therefore mandatory.

Use fresh workwear and dish towels every day
- Microorganisms that can contaminate food accumulate on workwear and dish towels. Change your workwear and the towels used in the galley every day.

Always wear a hat/hair cover in the galley area
- Microorganisms that can contaminate food accumulate on workwear and dish towels. Change your workwear and the towels used in the galley every day.

Remove rings, bracelets, wristwatches etc. before starting work
- Sweat collects under rings, bracelets, wristwatches and the like, and this moisture is the ideal environment for bacteria to breed.

Regularly wash and disinfect your hands thoroughly
- Our hands come into contact with pathogens practically everywhere. Thorough hand washing using soap and hot water followed by drying using disposable towels prevents these pathogens from being transferred to food.
- After washing your hands, you should also disinfect them, at least after handling raw foods, in particular meat, poultry and eggs as well as after using the toilet.

Do not cough or sneeze on food
- Even healthy people have bacteria in their nose and throat that can result in food poisoning. To ensure that these bacteria and any viruses they contain are not transferred to food via tiny droplets, always turn away from food if you have to cough or sneeze.

Cover open wounds using waterproof dressings
- Under no circumstances must open wounds come into contact with food, as these wounds may contain foodpoisoning bacteria.

Refrain from smoking
- Smoking is strictly prohibited in the galley area.

Immediately report illness or symptoms like repeated diarrhoea and vomiting to the galley management
- People suffering from a disease that can be passed on via food or who exhibit symptoms that indicate communicable diseases may not handle food and must not enter the Galley area if there is a risk that pathogens might be transferred.

Inform the Ship management after returning without vaccination from holiday regions where infectious diseases like hepatitis or diarrhoea illnesses are common, or after having suffered an illness of this kind during your holiday.

Galley hygiene - Keep a tidy kitchen

Objects that are not needed for galley work do not belong in the Galley. Remove empty transport containers – such as those used for fruit, vegetables or dairy products – or empty cans from the galley area without delay.

Keep galley, storage rooms and work equipment clean
- Microorganisms can easily breed in soiled rooms and on dirty equipment.
- Therefore, always clean machines and equipment with hot water and detergent immediately after use.

Regularly clean your workplace between tasks using clean – preferably disposable – cloths
- Microorganisms can easily breed in soiled rooms and on dirty equipment.
- Therefore, always clean machines and equipment with hot water and detergent immediately after use.

Do not overfill cold-storage rooms
- Overfilling cold-storage rooms affects their cooling performance; the internal temperature falls.

Do not re-adjust the temperature and cleaning duration of the dishwasher
- Also observe the guidelines on temperature and quantity of detergent, as this is the only way to ensure flawless cleaning results.

Store detergents and disinfectants outside the galley
- Cleaning agents, disinfectants and pesticides can contaminate food. They must not come into contact with food and must therefore be stored outside the galley.