



A Family Tradition Since 1892

Document Number: 8.2.11

Sweet Candy Company's Factory Tour Tour Guidelines for School Groups

Sweet Candy Company welcomes SECOND GRADE school groups to our factory tour. Our goal is to show students a working factory and share how we use school curriculum (computers, mathematics, science) in our operations.

Due to the fact your group will be entering a food facility; you must adhere to our guidelines. Failure to comply with these guidelines may result in a dismissal from our building. Sweet Candy Company reserves the right to refuse entry into our building to any guest.

Please review these rules with all members of your group prior to your visit:

- **ALLERGENS: Sweet's processes and packages peanuts, and tree nuts in our building. Persons with airborne allergies should not enter our building.** Additionally, we use eggs, soy, wheat and milk in some of our products.
- We do not allow visitors with apparent infectious or communicable diseases to tour the facility.
- School group tours are only available on specific days and times.
- Reservations are required. When scheduling, please mention any special accommodations you may need.
- Student to Chaperone Ratio is one adult chaperone to every four students **1:4**.
- Appropriate dress is required to enter our manufacturing facility. **Closed toed shoes are required**. Access will be denied to anyone not in closed shoes. Furthermore, no "wheelies" will be allowed in the plant. Everyone must wear a hair net and beard net (if applicable). Sweet's provides these free of charge when you arrive.
- Everyone will be asked to remove all jewelry, such as watches, rings, earrings, bracelets, and piercing studs. This includes wedding rings and bands. It's advised to not wear these items to our facility on the day of the tour. Medical Alert Tags will be allowed.
- No cell phones, purses, backpacks, cameras, phone cameras, coats or other personal items are allowed in the factory. Please leave these at home, school or in your vehicles. Sweet's will provide a stroller to those that may need one for the tour. No personal strollers will be allowed in the production area.
- You are welcome to take photos outside the building or in the lobby; however photography in the manufacturing area is strictly prohibited.

S W E E T C A N D Y C O M P A N Y

3780 West Directors Row (1100 South) • Salt Lake City, UT 84104 • P.O. Box 22450 • Salt Lake City, UT 84122-0450
801.886.1444 • fax 801.886.1404 • www.sweetcandy.com

Approved by: MK

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- No food, drinks, or chewing gum are allowed in the factory.
- There are rest rooms provided for your use in the welcome area, but not in the factory. Please use them, if needed, before your tour.
- Yellow lines on the factory floor mark the tour route. You are required to stay within these lines. Please do not touch or handle anything that isn't physically handed to you by the tour guide.
- The tour has loud noises, lots of stimuli, and is a walking route of approximately 1/3 mile in length. Each of these individually, or all combined may make the tour difficult for some individuals. Please contact us prior to the tour to discuss any concerns that you may have.
- Sweet's does have a candy store, but we will bypass this with your school group. Your students are welcome to come back another time with their families to purchase candy.
- Please let us know if you would like any particular curriculum-related information. We can highlight careers, mathematics, science, machines or computers in the workplace.
- We have free parking around our building. School buses must park in our truck loading area accessed from 3800 West, along the southern curb of this parking lot. Bus parking is marked on the pavement in this area. There is a sidewalk that leads to the front door where you tour will begin.
- We will break your school group into tour groups of ten (10) people or less: eight (8) students and two (2) adult chaperones. The tour takes about 40 minutes per group. We will overlap multiple tour groups with approximately 5 minutes between groups.
- Sweet Candy Company reserves the right to terminate a tour if these guidelines are not followed.

It is very important that we abide by these guidelines, thus helping us meet government standards for food facilities, as well as, helping us keep you and our employees safe. We want everyone to have a truly "Sweet Experience!"

Sweet Candy Company is located at 3780 West Directors Row (1100 South) in Salt Lake City between I-215 West and Bangerter Highway.

(801) 886-1444 ext 100

We look forward to your visit.

Thank you!

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