# **Washing Hands**

**PURPOSE**: To prevent foodborne illness by contaminated hands.

**SCOPE**: This procedure applies to anyone who handle, prepare, and serve food.

**KEY WORDS**: Handwashing, Cross-Contamination

#### **INSTRUCTIONS**

1. Train foodservice employees on using the procedures in this SOP.

- 2. Follow California Retail Food Code requirements.
- 3. Post handwashing signs or posters in a language understood by all foodservice staff near all handwashing sinks, in food preparation areas, and restrooms.
- 4. Use designated handwashing sinks for handwashing only. Do not use food preparation, utility, and dishwashing sinks for handwashing.
- 5. Provide warm running water, soap, and a means to dry hands. Provide a waste container at each handwashing sink or near the door in restrooms.
- 6. Keep handwashing sinks accessible anytime employees are present.
- 7. Wash hands:
  - a. Before starting work
  - b. During food preparation
  - c. When moving from one food preparation area to another
  - d. Before putting on or changing gloves
  - e. After using the toilet
  - f. After sneezing, coughing, or using a handkerchief or tissue
  - g. After touching hair, face, or body
  - h. After smoking, eating, drinking, or chewing gum or tobacco
  - i. After handling raw meats, poultry, or fish
  - j. After any clean up activity such as sweeping, mopping, or wiping counters
  - k. After touching dirty dishes, equipment, or utensils
  - I. After handling trash
  - m. After handling money
  - n. After any time the hands may become contaminated
- 8. Follow proper handwashing procedures as indicated below:
  - a. Wet hands and forearms with warm, running water at least 100°F and apply soap.

- Scrub lathered hands and forearms, under fingernails, and between fingers for at least 10-15 seconds. Rinse thoroughly under warm running water for 5-10 seconds.
- c. Dry hands and forearms thoroughly with single-use paper towels.
- d. Dry hands for at least 30 seconds if using a warm air hand dryer.
- e. Turn off water using paper towels.
- f. Use paper towel to open door when exiting the restroom.
- 9. Follow California Retail Food Code recommendations when using hand sanitizers. These recommendations are as follows:
  - a. Use hand sanitizers only after hands have been properly washed and dried.
  - b. Use only hand sanitizers that comply with the California Retail Food Code. Confirm with the manufacturers that the hand sanitizers used meet these requirements.
  - c. Use hand sanitizers in the manner specified by the manufacturer.

### **MONITORING**

- 1. A designated employee will visually observe the handwashing practices of the foodservice staff during all hours of operation.
- 2. The designated employee will visually observe that handwashing sinks are properly supplied during all hours of operation.

### **CORRECTIVE ACTION**

- 1. Retrain any foodservice employee found not following the procedures in this SOP.
- 2. Ask employees that are observed not washing their hands at the appropriate times or using the proper procedure to wash their hands immediately.
- 3. Retrain employee to ensure proper handwashing procedure.

## **VERIFICATION AND RECORD KEEPING**

The foodservice manager will complete the Food Safety Checklist daily to indicate that monitoring is being conducted as specified. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED:	BY:	
DATE REVIEWED:	BY:	
DATE REVISED:	BY:	