

Standard Operating Procedures for

Handwashing

(Task of Food Process)

Purpose

Why are these procedures written?

To prevent foodborne illness by making sure proper handwashing is practiced by all food preparation and service personnel.

Role

Who is responsible for following these procedures?

All employees in foodservice.

Instructions & Frequency

How and where will these procedures be completed properly? What are the step by step procedures? When and how often do we follow these procedures?

Only hand sinks designated for this purpose may be used for hand washing.

All hand sinks must always be stocked with hot and cold running water, soap, paper towels, and a hand wash reminder sign.

Food handlers must wash hands and exposed portions of arms, including surrogate prosthetic devices for hands and arms for at least 20 seconds by the following method:

- 1. Rinse under clean, warm running water;*
- 2. Apply soap and rub all surfaces of hands and fingers together vigorously with friction for at least 10 to 15 seconds, giving particular attention to the area under the fingernails, between the fingers/fingertips, and surfaces of the hands and exposed portions of arms.*
- 3. Rinse thoroughly with clean, warm running water; and*
- 4. Thoroughly dry the hands and exposed portions of arms with single-use paper towel, a heated hand drying device, or a clean, unused towel.*

Avoid recontamination of hands by using a clean barrier, such as a paper towel, when turning off hand sink faucets or touching the handle of a restroom door.

Employees must wash their hands right after doing anything that contaminate hands and:

- When entering a food preparation area;*
- Before putting on clean, single use gloves;*
- Before handling clean equipment and serving utensils;*
- When changing tasks and switching between handling raw foods and working with ready to eat foods;*
- After handling soiled dishes, equipment, or utensils;*
- After touching other body parts, such as, face, hair, exposed portions of the arms, etc.*
- After using the toilet;*
- After coughing, sneezing, blowing the nose, using tobacco, eating, or drinking;*
- After caring for or handling service animals or aquatic animals such as molluscan shellfish in display tanks.*



Monitoring	<i>What documentation activities are we using to verify & track the procedures?</i>
<i>The foodservice manager will:</i>	
<ol style="list-style-type: none"> <i>1. Monitor all employees to ensure that they are following proper procedures.</i> <i>2. Ensure adequate supplies are available for proper handwashing.</i> 	
Corrective Actions	<i>What actions are necessary to take if we did not follow the correct procedures?</i>
<ol style="list-style-type: none"> <i>1. Stop the employee who did not wash their hands properly.</i> <i>2. Follow up and re-train employees on proper hand washing procedures as necessary.</i> 	
Prepared By (Signature): _____ Date: _____	
Reviewed & Tested By (Signature): _____ Date: _____	

