



# Hand Washing Standard Operating Procedure

# Purpose

• To prevent foodborne illness by contaminated hands.

### Scope

This procedure applies to anyone who handles, prepares, and serves food.

#### **Key Words**

Handwashing, Cross-Contamination

### Instructions

- 1. Train Food Service staff on using the procedures in this SOP.
- 2. Follow State or local health department 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 hand washing sink or near the door in restrooms.
- 6. Keep handwashing sinks accessible anytime employees are present.
- 7. Wash hands:
  - Before starting work
  - During food preparation
  - When moving from one food preparation area to another

Before putting on or changing gloves

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- After using the toilet
- After sneezing, coughing, or using a handkerchief or tissue
- After touching hair, face, or body
- After smoking, eating, drinking, or chewing gum or tobacco
- · After handling raw meats, poultry, or fish
- After any clean up activity such as sweeping, mopping, or wiping counters
- · After touching dirty dishes, equipment, or utensils
- After handling trash
- After handling money
- · After any time the hands may become contaminated
- 8. Follow proper handwashing procedures as indicated below:
  - Wet hands and forearms with warm, running water at least 85°F and apply soap.
  - Scrub lathered hands and forearms, under fingernails, and between fingers for at

least 20 seconds. Rinse thoroughly under warm running water for 5-10

Seconds.

- Dry hands and forearms thoroughly with single-use paper towels.
- Dry hands for at least 30 seconds if using a warm air hand dryer.
- Turn off water using paper towels.
- Use a paper towel to open the door when exiting the restroom.

### Monitoring

- 1. Kitchen Lead will visually observe the handwashing practices of the Food Service staff during all hours of operation.
- 2. The Kitchen Lead will visually observe that handwashing sinks are properly supplied during all hours of operation.

#### **Corrective Action**

1. Retrain any Food Service staff found not following the procedures in this SOP.

- 2. Ask Food Service staff that are observed not washing their hands at the appropriate times or using the proper procedure to wash their hands immediately.
- 3. Retrain Food Service staff to ensure proper handwashing procedure.

# Verification and Record Keeping

• The Kitchen Lead 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 3 years.

Date Implemented	By	
Date Reviewed	By	
Date Revised	By	