

# Standard Operating Procedures for

Facility Name: \_\_\_\_\_

## Handwashing

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| <b>Why:</b>              | Unclean hands can transfer bacteria and viruses to food, and cross-contaminate foods and food contact surfaces.  |
| <b>Who:</b>              | All food workers.  |
| <b>When:</b>             | <p>Food handlers must wash their hands:</p> <ul style="list-style-type: none"> <li>○ Before starting work.</li> <li>○ Before putting on or changing gloves.</li> <li>○ After using the restroom, (use the restroom sink).</li> <li>○ After touching their hair, face or body.</li> <li>○ After eating, drinking, smoking, or touching chewing gum.</li> <li>○ Upon entering a food prep area.</li> <li>○ After cleaning or taking out the garbage.</li> <li>○ After touching anything that contaminates the hands.</li> <li>○ After using chemicals.</li> </ul> <input type="checkbox"/> _____ |
| <b>Where:</b>            | Only at the designated handwashing or restroom sink.   |
| <b>How:</b>              | <ol style="list-style-type: none"> <li>1. Use warm water (greater than 100° less than 120°)</li> <li>2. Wet hands and exposed arms up to the elbow</li> <li>3. Apply hand soap</li> <li>4. Rub hands and forearms vigorously for 20 seconds</li> <li>5. Clean under fingernails</li> <li>6. Rinse under warm water</li> <li>7. Towel dry with disposable towels</li> <li>8. Be careful not to re-contaminate hands on faucets, paper towel dispenser, or door handle.</li> </ol> <input type="checkbox"/> _____  |
| <b>Correction:</b>       | <ul style="list-style-type: none"> <li>○ Observe employee handwashing practices and instruct them to rewash their hands if not washed properly.</li> <li>○ Retrain employee in proper handwashing procedures.</li> </ul> <input type="checkbox"/> _____  |
| <b>PIC Verification:</b> | <p>Check that:</p> <ul style="list-style-type: none"> <li>○ Soap and paper towels are available.</li> <li>○ Sinks are accessible and conveniently located.</li> <li>○ Water temperature and pressure are adequate.</li> <li>○ Employees are following this SOP.</li> <li><input type="checkbox"/> Handwashing signs are posted demonstrating proper handwashing steps.</li> </ul> <input type="checkbox"/> _____   |

Prepared or revised by:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_