

STANDARD OPERATING PROCEDURES

FACILITY: _____

SUBJECT: HANDWASHING

All employees must wash hands at designated hand sinks. Employees must not wash at dishwashing, food prep, or mop sinks.

Employees are required to adhere to the following Handwashing procedures.

- Use water as hot as you can stand.
- Soap hands and lower forearms.
- Scrub for 20 seconds.
- Rinse.
- Dry with paper towel.

When must all employees wash hands?

- At beginning of shift.
- After using toilet.
- After coughing, sneezing, using tissue or handkerchief, eating, drinking, or using tobacco.
- Between touching raw food and ready-to-eat food.
- Between glove changes.
- After handling dirty dishes/soiled utensils.
- After touching hair or any body part except clean hands or arms.
- During food preparation as often as necessary to prevent cross-contamination.
- After doing other activities that contaminate hands, such as handling trash or chemicals.

Who will make sure handwashing procedures are followed? (PIC, Store Manager, Shift Leader, etc.)

Who will assure that handwashing sinks are supplied with soap and paper towels?

How will problems be corrected? If employees are observed not following procedures for handwashing, how will the problem be address and by whom?

Date Created: _____

By: _____

Last Revised: _____

By: _____

