Standard Operating Procedure: Handwashing

● Food service employees that prepare or serve food will receive training on handwashing. Training may include: Check those that apply.

☐ Viewing a video
☐ Demonstration of proper hand cleaning procedures
☐ Other effective training method. Describe here:

● Handwashing signs are posted in language(s) understood by all food service staff near all handwashing sinks in food preparation, service areas and in restrooms.

● Handwashing only occurs in designated handwashing sinks. Food preparation, utility, and dishwashing sinks are not used for handwashing.

● Handwashing sinks are supplied with warm running water, soap, and single-use paper towels. Provide a waste container at each handwashing sink. Warm air dryers are allowed in restrooms only.

● Handwashing sinks are accessible at all times when employees are present.

● Correct handwashing includes cleaning the backs of hands, palms, forearms, between fingers, and under fingernails using warm water, soap and a fingernail brush. Hands must be washed and dried:
  o Before starting work.
  o Immediately before engaging in food preparation including working with exposed food, clean equipment and utensils, and unwrapped single-service and single-use items.
  o As often as necessary during food preparation to remove soil and contamination and to prevent cross contamination when changing tasks.
  o Before putting on or changing gloves for working with food.
  o After using the restroom.
  o After sneezing, coughing, or using a handkerchief/tissue, using tobacco, eating or drinking.
  o After touching hair, face, or body.
  o When changing tasks. Of particular concern is switching from working with raw food and working with ready-to-eat food.
  o After any clean up activity such as sweeping, mopping, or wiping counters.
  o After touching soiled dishes, equipment, or utensils.
  o After handling trash.
  o After handling chemicals.
  o After engaging in other activities that contaminates hands.

https://www.datcp.wi.gov
● Food service staff follow proper cleaning procedures as indicated below:

  o Rinse hands and exposed portions of arms under clean, running water (at least 85°F).
  o Apply an amount of cleaning compound recommended by the cleaning compound manufacturer. Rub together vigorously for at least 10 to 15 seconds while:
    ▪ Removing soil underneath fingernails with a fingernail brush.
    ▪ Creating friction on the surfaces of the hands and arms or surrogate prosthetic devices for hands and arms, finger tips, and the areas between the fingers.
  o Rinse thoroughly under clean, running warm water.
  o Follow the cleaning procedure with thorough drying using a method as specified in the Wisconsin Food Code.
  o To avoid re-contaminating their hands or surrogate prosthetic devices, employees may use disposable paper towels or similar clean barriers when touching surfaces such as manual operated faucet handles on a handwashing sink or the handles of a restroom door.

● Follow the Wisconsin Food Code pertaining to hand antiseptic as a topical application, a hand antiseptic solution as hand dip, or a hand antiseptic soap. Hand sanitizers are not intended to replace soap in the handwashing process. The Wisconsin Food Code does not require use of hand sanitizers.

**Monitoring and Record Keeping**

Certified food protection manager or person in charge will monitor employee handwashing practices during hours of operation. If handwashing issues are noted they will be recorded on a log and retraining of the employee will occur and be documented on a training log, *(example below)*.

**Corrective Action**

Employees observed not washing their hands at appropriate times or using improper procedure will be asked to wash their hands. Need for retraining will be evaluated and provided.

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