



Wisconsin Food Code

Fact Sheet



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:
 - Before starting work.
 - Immediately before engaging in food preparation including working with exposed food, clean equipment and utensils, and unwrapped single-service and single-use items.
 - As often as necessary during food preparation to remove soil and contamination and to prevent cross contamination when changing tasks.
 - Before putting on or changing gloves for working with food.
 - After using the restroom.
 - After sneezing, coughing, or using a handkerchief/tissue, using tobacco, eating or drinking.
 - After touching hair, face, or body.
 - When changing tasks. Of particular concern is switching from working with raw food and working with ready-to-eat food.
 - After any clean up activity such as sweeping, mopping, or wiping counters.
 - After touching soiled dishes, equipment, or utensils.
 - After handling trash.
 - After handling chemicals.
 - After engaging in other activities that contaminates hands.

- Food service staff follow proper cleaning procedures as indicated below:
 - Rinse hands and exposed portions of arms under clean, running water (at least 85°F).
 - 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.
 - Rinse thoroughly under clean, running warm water.
 - Follow the cleaning procedure with thorough drying using a method as specified in the [Wisconsin Food Code](#).
 - 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.

Employee: _____	Annual Training Calendar _____ Year: 20____											
Training Topics	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec