

Standard Operating Procedure for

Facility_____

Handwashing

Why:	Unclean hands can transfer bacteria and viruses to food, and cross-contaminate foods and food contact surfaces.
Who:	All food workers.
When:	Food handlers must wash their hands: <ul style="list-style-type: none">○ Before starting work.○ Before putting on or changing gloves.○ After using the restroom, (use the restroom sink).○ After touching their hair, face or body.○ After eating, drinking, smoking, or touching chewing gum.○ Upon entering a food prep area.○ After cleaning or taking out the garbage.○ After touching anything that contaminates the hands.○ After using chemicals. <input type="checkbox"/> _____
Where:	Only at the designated handwashing or restroom sink.
How:	<ol style="list-style-type: none">1. Use warm water (at least 110°F)2. Wet hands and exposed arms up to the elbow3. Apply hand soap4. Rub hands and forearms vigorously for 20 seconds5. Clean under fingernails6. Rinse under warm water7. Towel dry with disposable towels8. Be careful not to re-contaminate hands on faucets or paper towel dispenser. <input type="checkbox"/> _____
Correction:	<ul style="list-style-type: none">○ Observe employee handwashing practices and instruct them to rewash their hands if not washed properly.○ Retrain employee in proper handwashing procedures. <input type="checkbox"/> _____
PIC Verification:	Check that: <ul style="list-style-type: none">○ Soap and paper towels are available.○ Sinks are accessible and conveniently located.○ Water temperature and pressure are adequate.○ Employees are following this SOP. <input type="checkbox"/> Handwashing signs are posted demonstrating proper handwashing steps. <input type="checkbox"/> _____

Prepared or revised by_____Date_____