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| **Why** | Proper hand washing techniques and proper hand washing frequency reduce bacteria and virus counts and reduce the chances of cross-contaminating, food production areas, food storage areas, foods, food contact surfaces and people. |
| **Who** | Everyone |
| **When** | * Food handlers must wash their hands; |
| * 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. |
| * Other |
| **Where** | Only at the designated hand washing or restroom sink. |
| **How** | 1. Use warm water (greater than 100° less than 120°) |
| 1. Wet hands and exposed arms up to the elbow |
| 1. Apply hand soap |
| 1. Rub hands and forearms vigorously for 20 seconds |
| 1. Clean under fingernails |
| 1. Rinse under warm water |
| 1. Towel dry with disposable towels |
| 1. Be careful not to re-contaminate hands on faucets, paper towel dispenser, or door handle. |
| * Other |
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| **Corrective Actions** | * Observe employee hand washing practices and instruct them to rewash their hands if not washed properly. |
| * Retrain employee in proper hand washing procedures. |
| * Other |

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| **PIC Verification** | Verify: |
| * Soap and paper towels are available. |
| * Sinks are accessible and conveniently located. |
| * Water temperature and pressure are adequate. |
| * Employees are following this SOP |
| * Hand washing signs are posted demonstrating proper hand washing techniques |
| * Other |