

FOOD AND NUTRITION PROCEDURES

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Miami-Dade County Public Schools

Subject: WASHING HANDS

For Action By: PRINCIPALS, FOOD SERVICE ADMINISTRATORS, FOOD SERVICE MANAGERS, ALL FOOD SERVICE EMPLOYEES

Refer Questions to: FOOD SERVICE ADMINISTRATORS,
DEPARTMENT OF FOOD AND NUTRITION

PURPOSE: To prevent foodborne illness by contaminated hands.

SCOPE: This procedure applies to anyone who handles, prepares, and serves food.

KEY WORDS: Handwashing, Cross-Contamination

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this Standard Operating Procedure.
2. Post hand washing signs or posters near all handwashing sinks and restrooms.
3. Use designated handwashing sinks for handwashing only. Do not use food preparation, utility, and dishwashing sinks for handwashing.
4. Provide warm running water, soap, and disposable paper towels. Provide a waste container at each handwashing sink or near the door in restrooms.
5. Keep washing sinks accessible anytime employees are present.
6. Wash hands:
 - Before starting to work
 - Before handling food and during food preparation
 - When moving from one food preparation area to another/changing tasks
 - Before putting on or changing gloves
 - After returning from the restroom
 - After sneezing, coughing, or using a tissue
 - After touching hair, face, or body
 - After eating, drinking, or chewing gum
 - After handling raw meats, poultry, or fish
 - After any clean up activity such as sweeping, mopping or wiping counters
 - After contact with chemicals
 - After picking up things off the floor
 - After touching dirty dishes, equipment, or utensils
 - After handling trash
 - After handling money

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WASHING HANDS (Continued)

- After any time the hands may have become contaminated
 - Anytime a glove is torn, damaged, or soiled
7. Follow proper handwashing procedures as indicated below:
- Wet hands and forearms with warm, running water at least 100°F and apply soap.
 - Scrub lathered hands and forearms, under fingernails, and between fingers between fingers for at least 20 seconds. Rinse thoroughly under warm running water for 20 seconds.
 - Dry hands and forearms thoroughly with single-use paper towels. (Do not use dish towels for this purpose)
 - Turn off water using paper towels.
 - Use paper towels to open doors when exiting the restroom.

MONITORING:

1. Manager will visually observe the handwashing practices of the foodservice staff during all hours of operation.
2. The designated employee will visually observe that handwashing sinks are properly supplied during all hours of operation.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Ask employees that are observed not washing their hands at the appropriate times or using the proper procedure to wash their hands immediately.
3. Retrain employee to ensure proper handwashing procedure.

VERIFICATION AND RECORD KEEPING:

The Manager will verify that foodservice employees are following this SOP by visually observing employees during all hours of operation. The Coordinator will review and verify the Food Safety Checklist to indicate that monitoring is being conducted as specified in Section I - Personal Hygiene. The Food Safety Checklist is to be kept on file for a minimum of one (1) year.