

STANDARD OPERATING PROCEDURE (SOP) FOR WASHING HANDS

PURPOSE: To prevent foodborne illness by contaminated hands.

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

KEY WORDS: Hand washing, Cross-Contamination

1. **HAND WASHING** means the act of cleansing the hands with warm water and soap, for the purpose of removing soil and microorganisms.
2. **CROSS-CONTAMINATION** means the passing of bacteria, microorganisms, or other harmful substances indirectly from one surface to another through improper or unsanitary **EQUIPMENT**, procedures, or products.

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow all Southern Nevada Health District regulations.
3. Use designated hand washing sinks for hand washing only. Do not use food preparation, utility, and dish washing sinks for hand washing.
4. Provide:
 - Warm (at least 100 °F) running water
 - Self-closing, slow closing or metered faucets shall provide a flow of water for at least 15 seconds without reactivation.
 - Liquid soap in a fixed dispenser
 - Disposable paper towels
 - Waste container conveniently located near the hand washing sink and near the door in restrooms.
5. Keep hand washing sinks accessible anytime employees are present.
6. Wash hands:
 - Before starting work
 - After touching hair, face, or body
 - After using the toilet room
 - After sneezing, coughing, or using a handkerchief or tissue
 - After smoking, eating, drinking, or chewing gum or tobacco
 - After touching dirty dishes, equipment, or utensils
 - Before changing tasks to prevent cross-contamination
 - During food preparation as often as necessary to remove soil and contamination
 - After handling raw meats, poultry, or fish
 - When moving from one food preparation area to another
 - Before putting on or changing gloves
 - After removing gloves when working with raw animal products
 - After any clean up activity such as sweeping, mopping, or wiping counters
 - After handling trash

Washing Hands, continued

- After handling money
 - After any time the hands may become contaminated
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 for at least 15 seconds.
 - Rinse thoroughly under warm, running water.
 - Dry hands and forearms thoroughly with disposable paper towels.
 - Turn off water using disposable paper towels.
 - Use disposable paper towel to open door when exiting the restroom.
 8. Follow FDA recommendations when using hand sanitizers. These recommendations are as follows:
 - Use hand sanitizers only after hands have been properly washed and dried.
 - Use only hand sanitizers that comply with the Southern Nevada Health District's regulations for food establishments. Confirm with the manufacturers that the hand sanitizers used meet these requirements.
 - Use hand sanitizers in the manner specified by the manufacturer.

MONITORING:

1. A designated employee 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 Person in Charge (PIC) will ensure this procedure is followed by all staff.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____