**Standard Operating Procedures: Washing Hands**

**PURPOSE:** To prevent foodborne illness by contaminated hands.

**SCOPE:**  This procedure applies to anyone who handle, prepare, and serve food.

**INSTRUCTIONS:**

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Post handwashing signs or posters in a language understood by all foodservice staff near all handwashing sinks, in food preparation areas, and restrooms.
4. Use designated handwashing sinks for handwashing only. Do not use food preparation, utility, and dishwashing sinks for handwashing.
5. Provide warm running water, soap, and a means to dry hands. Provide a waste container at each handwashing sink or near the door in restrooms.
6. Keep handwashing sinks accessible anytime employees are present.
7. Wash hands:
   1. Before starting work
   2. During food preparation
   3. When moving from one food preparation area to another
   4. Before putting on or changing gloves
   5. After using the toilet
   6. After sneezing, coughing, or using a handkerchief or tissue
   7. After touching hair, face, or body
   8. After smoking, eating, drinking, or chewing gum or tobacco
   9. After handling raw meats, poultry, or fish
   10. After any clean up activity such as sweeping, mopping, or wiping counters
   11. After touching dirty dishes, equipment, or utensils
   12. After handling trash
   13. After handling money
   14. After any time the hands may become contaminated
8. Follow proper handwashing procedures as indicated below:
   1. Wet hands and forearms with warm, running water at least 100 ºF and apply soap.
   2. Scrub lathered hands and forearms, under fingernails, and between fingers for at least 10-15 seconds. Rinse thoroughly under warm running water for 5-10 seconds.
   3. Dry hands and forearms thoroughly with single-use paper towels.
   4. Dry hands for at least 30 seconds if using a warm air hand dryer.
   5. Turn off water using paper towels.
   6. Use paper towel to open door when exiting the restroom.
9. Follow NC Food Code requirements when using hand sanitizers. These include:
   1. Use hand sanitizers only after hands have been properly washed and dried.
   2. Hand sanitizer must be listed in the FDA publication **Approved Drug Products with Therapeutic Equivalence Evaluations** *or* have antimicrobial ingredients that are listed in the **FDA monograph for OTC Health-Care Antiseptic Drug Products** as an antiseptic hand wash.
   3. Hand sanitizer must approved for use for food contact by complying with **21 CFR 170.39**, **21 CFR 178** or **21 CFR 182** and documentation is kept on site.
   4. If the hand sanitizer does not meet direct food contact requirements, or if documentation is not available, use will be

* Followed by a thorough hand rinsing
* Followed by the use of gloves
* Limited to situations that involve no direct contact with food by the bare hands

**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 Manager on Duty will record any deviations in the Corrective Action Log. Corrective Action Logs must be kept for a minimum of 6 months.

**DATE IMPLEMENTED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE REVIEWED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE REVISED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**