[COMPANY LOGO]

Manual Handwashing & Sanitizing Procedure

Last Updated: 22/01/2024

Employee Responsible: All Kitchen Employees

Purpose:

To outline the steps in properly washing and sanitizing your hands in the [Company Name] kitchen. (To prevent food borne illness by contaminated hands)

Review Procedure:

This procedure document should be reviewed (and updated if necessary) by the **Regional Supervisor** at least **Once Every 2 Months** or immediately after any physical operational procedure steps have been changed at any point.

Manual Handwashing

When to Wash Hands:

- · During food preparation
- Before starting work
- · When moving from one food preparation area to another
- · Before putting on or changing gloves
- · After using the toilet
- · After sneezing, coughing, or using a handkerchief or tissue
- · After touching hair, face, or body
- · After smoking, eating, drinking, or chewing gum or tobacco
- · After handling raw meats, poultry, or fish
- · After any clean up activity such as mopping or wiping counters
- · After touching dirty dishes, equipment, or utensils
- · After handling trash
- · After handling money
- After any time the hands may become contaminated

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Procedure:

1. Wet hands and forearms with warm (at least 37 C), running water.
2. Use the soap dispenser to apply a healthy amount of soap (quarter sized dot of soap) to the center of your palm.
3. Scrub lathered hands and forearms, under fingernails, and between fingers for at least 20 seconds or **until the digital timer has reached 0**.
4. Rinse thoroughly under warm running water for 5-10 seconds.
5. Dry hands and forearms thoroughly with single-use paper towels.
6. Dry hands for at least 30 seconds if using a warm air hand dryer.
7. Turn off water using paper towels.

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Sanitizing Hands

1. Use hand sanitizers only after hands have been properly washed and dried.
2. Use the hand sanitizer dispenser (located at all handwashing sink stations and around various areas of the kitchen) to apply the hand sanitizing solution to the center of your clean and dry palm (quarter sized dot of solution)
3. Rub the solution into your hands, between fingers, and forearms until the solution has dried onto the surface of your skin

Monitoring

The kitchen supervisor will visually observe the handwashing practices of the foodservice staff during all hours of operation. The kitchen dishwasher will observe that handwashing sinks and sanitizers are properly supplied during all hours of operation.

SIGNATURES

Signatures from employees and management to confirm that they have read and understand procedures.

Staff Member Name	Signature	Date

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