
Subject: **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

INSTRUCTIONS

Train food service employees on using the following procedures:

1. Post hand washing signs or posters near all hand washing sinks and restrooms.
2. Use designated hand washing sinks for hand washing only. Do not use food preparation, utility and dishwashing sinks for hand washing.
3. Provide warm running water (minimum 100°F), soap and disposable paper towels. Provide a waste container at each hand washing sink or near the door in restrooms.
4. Keep hand washing sinks accessible anytime employees are present.
5. Wash hands:
 - before starting to work
 - before handling food
 - when changing tasks
 - 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

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- after handling raw meats, poultry or fish
 - after using cellular phone on their break
 - 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 contact with milk crates
 - after handling trash
 - after any time the hands may have become contaminated
 - anytime a glove is torn, damaged or soiled
 - after reentering the kitchen area from other parts of the school
6. Follow proper hand washing procedures as indicated below:
- a. Wet hands and forearms with warm (at least 100°F), running water and apply soap.
 - b. Scrub lathered hands and forearms, under fingernails and between fingers for at least 20 seconds. Rinse thoroughly under warm running water for 5 - 10 seconds.
 - c. Dry hands and forearms thoroughly with single-use paper towels. (Do not use dish towels for this purpose).
 - d. Turn off water using paper towels.
 - e. Use paper towels to open doors when exiting the restroom. Discard paper towels.

FOOD AND NUTRITION PROCEDURES

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MONITORING

1. Food service manager/satellite assistant will visually observe the hand washing practices of the food service staff during all hours of operation.
2. The designated employee will visually observe that hand washing sinks are properly supplied during all hours of operation.

CORRECTIVE ACTION

1. Retrain any food service employee found not following the above procedures.
2. Ask employees that are observed not washing their hands at the appropriate times or using the proper procedure to wash their hands immediately.

VERIFICATION AND RECORD KEEPING

The food service manager/satellite assistant will verify that foodservice employees are following this procedure by visually observing employees during all hours of operation. The food service supervisor will review the [HACCP Food Safety Checklist](#) to verify that monitoring is being conducted. The [HACCP Food Safety Checklist](#) is to be kept on file for a minimum of five (5) years.

For Action By: Principals, Food Service Managers, Satellite Assistants and All Food Service Employees

Refer Questions to: Department of Food and Nutrition

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