

Policy & Procedure Manual

Hand Washing

Policy:

Employees will wash hands as frequently as needed throughout the day using proper hand washing procedures (and surrogate prosthetic device washing procedures as appropriate). Hand washing facilities will be readily accessible and equipped with hot and cold running water, paper towels, and/or automatic hand dryer soap, trash cans and signage outlining hand washing procedures. If chemical sanitizing gels are used, staff must first wash hands as outlined below.

Procedure:

Hands and exposed portions of arms (or surrogate prosthetic devices) should be washed immediately before engaging in food preparation.

1. When to wash hands:
 - a. When entering the kitchen at the start of a shift.
 - b. After touching bare human body parts other than clean hands and clean, exposed portions of arms.
 - c. After using the restroom.
 - d. After caring for or handling service animals or aquatic animals.
 - e. After coughing, sneezing, using a handkerchief or disposable tissue, using tobacco, eating or drinking.
 - f. After handling soiled equipment or utensils.
 - g. During food preparation, as often as necessary to remove soil or contamination and to prevent cross contamination when changing tasks.
 - h. When switching between working with raw food and working with ready to eat food.
 - i. Before donning disposable gloves for working with food and after gloves are removed.
 - j. After engaging in other activities that contaminate the hands.
2. How to wash hands:
 - a. Turn on the faucet using a paper towel to avoid contaminating the faucet.
 - b. Wet hands and forearms with warm water (minimum 110° F) and apply an antibacterial soap.
 - c. Scrub well with soap and additional water as needed, scrubbing all areas thoroughly. Pay close attention to the fingernails using a brush as needed. Scrub for a minimum of 10 to 15 seconds within the 20-second hand washing procedure. Apply vigorous friction between the fingers and fingertips. Rinse with clean, running warm water.
 - d. Rinse thoroughly.
 - e. Dry hands with paper towel or use a hand blow dryer.
 - f. Use the paper towel to turn the faucet off and open the door if needed, and then discard towel.

Note: Avoid using hand lotion after handwashing when returning to work (hand lotion can cause bacterial contamination).
3. Staff will be educated on the importance of hand washing and retrained and reminded as necessary on the above guidelines.
4. Hand washing procedures will be posted next to each hand-washing sink.
5. Food preparation and/or pot sinks will not be used for handwashing.

Resource:

Poster on How to Wash Hands from the World Health Organization. Available at http://www.who.int/gpsc/5may/How_To_HandWash_Poster.pdf.