



# Wisconsin Food Code Fact Sheet



## Standard Operating Procedure: Handwashing

- Food service employees that prepare or serve food will receive training on handwashing. Training may include: *Check those that apply.*
  - Viewing a video
  - Demonstration of proper hand cleaning procedures
  - Other effective training method. *Describe here:*
- Handwashing signs are posted in language(s) understood by all food service staff near all handwashing sinks in food preparation, service areas and in restrooms.
- Handwashing only occurs in designated handwashing sinks. Food preparation, utility, and dishwashing sinks are not used for handwashing.
- Handwashing sinks are supplied with warm running water, soap, and single-use paper towels. Provide a waste container at each handwashing sink. Warm air dryers are allowed in restrooms only.
- Handwashing sinks are accessible at all times when employees are present.
- Correct handwashing includes cleaning the backs of hands, palms, forearms, between fingers, and under fingernails using warm water, soap and a fingernail brush. Hands must be washed and dried:
  - Before starting work.
  - Immediately before engaging in food preparation including working with exposed food, clean equipment and utensils, and unwrapped single-service and single-use items.
  - As often as necessary during food preparation to remove soil and contamination and to prevent cross contamination when changing tasks.
  - Before putting on or changing gloves for working with food.
  - After using the restroom.
  - After sneezing, coughing, or using a handkerchief/tissue, using tobacco, eating or drinking.
  - After touching hair, face, or body.
  - When changing tasks. Of particular concern is switching from working with raw food and working with ready-to-eat food.
  - After any clean up activity such as sweeping, mopping, or wiping counters.
  - After touching soiled dishes, equipment, or utensils.
  - After handling trash.
  - After handling chemicals.
  - After engaging in other activities that contaminates hands.

- Food service staff follow proper cleaning procedures as indicated below:
  - Rinse hands and exposed portions of arms under clean, running water (at least 85°F).
  - Apply an amount of cleaning compound recommended by the cleaning compound manufacturer. Rub together vigorously for at least 10 to 15 seconds while:
    - Removing soil underneath fingernails with a fingernail brush.
    - Creating friction on the surfaces of the hands and arms or surrogate prosthetic devices for hands and arms, finger tips, and the areas between the fingers.
  - Rinse thoroughly under clean, running warm water.
  - Follow the cleaning procedure with thorough drying using a method as specified in the [Wisconsin Food Code](#).
  - To avoid re-contaminating their hands or surrogate prosthetic devices, employees may use disposable paper towels or similar clean barriers when touching surfaces such as manual operated faucet handles on a handwashing sink or the handles of a restroom door.
  
- Follow the Wisconsin Food Code pertaining to hand antiseptic as a topical application, a hand antiseptic solution as hand dip, or a hand antiseptic soap. Hand sanitizers are not intended to replace soap in the handwashing process. The Wisconsin Food Code does not require use of hand sanitizers.

**Monitoring and Record Keeping**

Certified food protection manager or person in charge will monitor employee handwashing practices during hours of operation. If handwashing issues are noted they will be recorded on a log and retraining of the employee will occur and be documented on a training log, (example below).

**Corrective Action**

Employees observed not washing their hands at appropriate times or using improper procedure will be asked to wash their hands. Need for retraining will be evaluated and provided.

<b>Employee:</b>  _____	<b>Annual Training Calendar</b>  _____ Year: 20__											
<b>Training Topics</b>	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec