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PURPOSE

To provide guidance on the use of hand sink and soap to prevent microbial and physical food contamination from our employees and visitors to ensure good hygiene practices by employees and visitors.

SCOPE

All employees and visitors in areas for production, storage, handling and transportation of food and equipment.

ASSOCIATED DOCUMENTS

- Manual Handwashing Video
- Manual handwashing steps poster

DEFINITIONS

- **Food Handlers**
Employees who during their work have direct manual food contact, especially employees of food handling areas. Possible staff from other areas, which may occasionally or regularly be employed in food handling areas are also considered food handlers.
- **Visitors**
Persons who enter food production areas of the facility who are not local facility employees
- **Handwashing Area or Hygiene Zone**
The area in which the handwashing sinks are located.
- **Production Area**
The areas where food assembly occurs or otherwise would require hand or shoe sanitation.

RESPONSIBILITIES

The General Manager, Facility Quality Manager, where applicable, and Process Owners are responsible to ensure all requirements of this procedure are adhered to as required.

PROCEDURE

1. Handwashing

- 1.1. Manual Sink / Standard Faucet

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- 1.2. All employees or visitors that pass through the hand washing area into a production area must wash their hands following the recommended guidelines.
 - 1.2.1. Turn on the water, by turning on the hot and cold water handles and adjust temperature to 95 - 105 Degrees F and wet the hands.
 - 1.2.2. Apply soap and work into a lather using friction, covering the entire hand, top, bottom, between the fingers, back of fingers, and finger tips for a minimum of 20 seconds. Use singing "Happy Birthday" to yourself twice as a good timer for the 20 seconds of lathering time. *Follow the steps and process outlined with the handwashing video or poster.*
 - 1.2.3. Rinse hands thoroughly with running water
 - 1.2.4. Dry hands with a clean, disposable towel or with a forced air dryer.
 - 1.2.5. Using the paper towel as a barrier between the faucet handle and hand, shut off the water of both hot and cold water.
 - 1.2.6. Dispose of the paper towel in a waste bin.
- 1.3. Manual Sink / Knee or Foot Pedal Faucet
- 1.4. All employees or visitors that pass through the hand washing area into a production area must wash their hands following the recommended guidelines.
 - 1.4.1. Turn on the water, by pressing on the knee of foot pedals, adjust temperature to 95 - 105 Degrees F (if dual pedals) and wet hands
 - 1.4.2. Apply soap and work into a lather using friction, covering the entire hand, top, bottom, between the fingers, back of fingers, and finger tips for a minimum of 20 seconds. Use singing "Happy Birthday" to yourself twice as a good timer for the 20 seconds of lathering time. *Follow the steps and process outlined with the handwashing video or poster.*
 - 1.4.3. Rinse hands thoroughly with running water
 - 1.4.4. Dry hands with a clean, disposable towel or with a forced air dryer.
 - 1.4.5. Release pressing on the knee or foot pedal faucet
 - 1.4.6. Dispose of the paper towel in a waste bin
- 1.5. Semi-Automatic Sink / Photoelectric Faucet
- 1.6. All employees or visitors that pass through the hand washing area into a production area must wash their hands following the recommended guidelines.
 - 1.6.1. Turn on the water, by waving hands in front of photoelectric eye of the faucet and wet hands
 - 1.6.2. Apply soap and work into a lather using friction, covering the entire hand, top, bottom, between the fingers, back of fingers, and finger tips for a minimum of 20 seconds. Use singing "Happy Birthday" to yourself twice as a good timer for the 20 seconds of lathering time. *Follow the steps and process outlined with the handwashing video or poster.*
 - 1.6.3. Turn on the water by waving hands in front of the photoelectric faucet and rinse hands thoroughly with running water
 - 1.6.4. Dry hands with a clean, disposable towel or with a forced air dryer.
 - 1.6.5. Dispose of the paper towel in a waste bin

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2. **Cleaning**

2.1. Manual Sink / Handle, Knee or Foot Pedal, or Photoelectric Faucet

2.2. Daily:

2.2.1. Handwashing or Hygiene Zone Area:

2.2.2. Remove all debris or soil from sinks or facets with disposable paper towel or a clean cloth. Use chemicals that are designed to remove the types of soil and debris that is present, for example greases and oils. Always follow surface cleaning manufacturers instructions for proper use of the chemical

2.2.3. Clean and sanitize the sink with a hard surface disinfectant on all surfaces. Especially faucet handles or touch points of the sink. Follow surface disinfectant manufacturers instructions for proper use of the chemical.

2.2.4. Clean and sanitize the soap dispenser with a hard surface disinfectant on all surfaces. Especially handles or touch points of the soap dispenser. Follow surface disinfectant manufacturers instructions for proper use of the chemical.

2.2.5. Check soap levels and refill as necessary.

2.2.6. Clean the floor in the handwashing or hygiene zone of any debris or soil.

2.3. Weekly:

2.3.1. Pour, rub, or spray a hard surface disinfectant into the drain of the sink and wait 5 minutes for surface disinfectant to work. Follow surface disinfectant manufacturers instructions for proper use of that chemical.

2.3.2. Turn on sink and allow water to run for 1-2 minutes to flush drain of disinfectant chemicals.

2.3.3. Inspect the faucets to verify that adequate water is flowing correctly out of both HOT & COLD. If using a single pedal or semi-automatic faucet that water is flowing correctly and is water temperature is between 95 - 105 Degrees F.

2.3.4. Inspect that soap dispenser for function and is dispensing soap with every activation by either pressing on the dispenser, or if it's a automatic dispenser that the photoelectric dispenser is dispenses soap when activated.

2.4. Quarterly:

2.4.1. Remove faucet aerator of the faucet and clean to remove any calcium build up that could be present.

2.4.2. Inspect function of handles, knee or foot pedals, or photoelectric sensors for mechanical or electrical function.

2.4.3. Replace batteries in semi-automatic photoelectric faucets or soap dispensers if equipped.

2.4.4. Inspect soap dispensers are properly attached.

2.4.5. Inspect drain for proper drainage and no blockage

2.4.6. Inspect for proper mounting and sealing of sink to wall or floor

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2.5. As Needed:

2.5.1. Repair or replace any broken and non functioning items. See list below

2.5.1.1. Faucet handles, knee or foot pedals, photoelectric sensors, batteries, soap dispensers, faucet aerators, drains, and water supply lines.