



## ACTIVE MANAGERIAL CONTROL POLICY: HANDWASHING SAMPLE LANGUAGE

**Why this is important:** The hands are particularly important in transmitting foodborne pathogens. Food employees with dirty hands and/or fingernails may contaminate the food being prepared. Therefore, any activity which may contaminate the hands must be followed by thorough handwashing.

<b>Who does this apply to:</b>	<i>Example(s):</i> All food employees are responsible for ensuring employees properly clean and maintain their hands while working, etc.
<b>When will this be performed:</b>	<i>Example(s):</i> Ensuring employees properly clean and maintain their hands while working occurs during all hours of operation including food preparation and ware washing hours, etc.
<b>Where does this take place:</b>	<i>Example(s):</i> Ensuring employees properly clean and maintain their hands while working happens through all area of the food establishment, etc.
<b>How is this completed:</b>	<i>Example(s):</i> All employees are required to wash their hands at designated hand sinks for at least 20 seconds using soap and hot water and dry their hands with paper towels at the following times: before starting shift, after handling raw animal foods or soiled dishware, prior to putting on a pair of gloves, after sneezing or coughing, etc. After using the restroom, all employees must wash their hands in the restroom and again in their work area prior to returning to work. Employees must use gloves or utensils when handling ready to eat food. Fingernails shall be kept trimmed, etc.
<b>Corrective Action:</b>	<i>Example(s):</i> If management observe that an employee has either contaminated their hands and not washed their hands or has not followed proper handwashing procedures, the employee will be required to wash their hands again, etc.
<b>Monitoring Steps:</b>	<i>Example(s):</i> Shift managers will observe all employees throughout the day to identify if staff have contaminated their hands and/or have not properly followed handwashing procedures, etc. Daily the Person in Charge will check handwashing sinks to ensure they are working properly and sufficiently stocked with soap and towels, etc. Shift managers will observe staff to ensure that bare hand contact is not occurring. Daily the PIC will check to ensure glove stations are sufficiently stocked and conveniently located, etc.
<b>Training of Staff:</b>	<i>Example(s):</i> Food employees are required to read these food safety system procedures when they are hired. The kitchen manager then demonstrates the procedures for all employees, refresher training is provided through daily/weekly discussions.
<b>Verification of Policy:</b>	<i>Example(s):</i> Shift mangers will observe all employees throughout the day to identify if staff have contaminated their hands and/or have not properly followed handwashing procedures, etc. Daily the PIC will check handwashing sinks to ensure they are working properly and are sufficiently stocked with soap and towels, etc. Shift managers will observe staff to ensure that barehand contact is not occurring. Daily the PIC will check to ensure glove stations are sufficiently socked and conveniently located, etc. If violations of this policy are repeated, modifications to the training protocol or monitoring steps will be made based on observations and this policy will be updated accordingly.