



## Handwashing Policy

**Why is this 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 thoroughly handwashing.

<b>Who does this apply to</b>	All food employees are responsible for ensuring employees properly clean and maintain their hands while working at Central Pop! LLC.
<b>When will this be performed</b>	Ensuring employees properly clean and maintain their hands while working occurs during all hours of operation including food preparation and warewashing. This includes pre and post shift tasks.
<b>Where does this take place</b>	All employees are required to wash their hands at designated hand sinks.
<b>How is this completed</b>	Employees hands must be washed 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, after handling dirty or spoiled dishware, prior to putting on a pair of gloves or when changing gloves, after using the restroom, when changing tasks, after touching service animals, after touching your face or hair, after eating/drinking/smoking, and after you cough or sneeze. After using the restroom, 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 food. Fingernails must be kept trimmed and free from nail polish.
<b>Corrective Action</b>	If management observes 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 under management supervision. Failure to follow the policies set at Central Pop! LLC may result in disciplinary action up to and including termination.
<b>Monitoring Steps</b>	Managers and team leads will observe all employees throughout the day to identify if staff have contaminated their hands and/or have not properly followed handwashing procedures. The handwashing stations will be checked daily to ensure they are working properly and sufficiently stocked with soap and paper towels. Shift leads and managers will observe staff to ensure that bare hands contact is not occurring. It is also the responsibility of the shift lead and/or manager to ensure glove stations are sufficiently stocked and conveniently located.



<b>Training of Staff</b>	All employees are required to read these hand washing procedures when they are hired. The manager demonstrates the procedures for all employees and refresher training is provided daily/weekly during all meetings or as they seem appropriate to the situation.
<b>Verification Policy</b>	Managers will observe all employees throughout the day to identify if staff have contaminated their hands and/or have not properly followed handwashing procedures. The hand sinks will be checked daily to ensure they are working properly and sufficiently stocked with soap and hand towels. Managers will observe staff to ensure that bare hand contact is not occurring. The manager will check to ensure stations are sufficiently stocked and conveniently located. If infractions of this handwashing policy are repeated, modification to the training protocol or monitoring steps will be made based on the observations and this policy will be updated accordingly. If employee refuses to follow policies after training, disciplinary actions up to including termination will be implemented.

I agree to follow the regulations in the Handwashing Policy as outlined above and according to the Maricopa County Health department.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature