

# **Weber-Morgan County Food Employee Certification Manual**

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## I. INTRODUCTION

Every food service worker knows that they are responsible for ensuring that the foods they serve are safe and wholesome. Even with this knowledge it is still a fact of life that food borne illness does happen. This manual contains information that can help you, as the food service worker, make the foods you serve as safe as possible for the consumer. Most food borne illness can be prevented by following the procedures and practices outlined in this guide. By studying this booklet, taking and passing the exam based on the information in this guide, and implementing safe food practices at your establishment you can work in the food service industry safely and with an understanding of the importance of your job.

This manual will give you the necessary information pertaining to safe food temperatures, safe food handling procedures, cleaning and sanitation practices, and proper procedures to ensure good personal hygiene while you are working at the food service establishment. Topics to be covered will include temperature and time requirements for cooking, holding and cooling of foods, hand washing information, dishwashing and sanitizing procedures, cross contamination prevention tips, and safe food handling practices.

## II. General Information Concerning the Food Employee Certification

### 1. Who must have a food employee certification?

Any one who is employed or working in a food establishment and serves, handles, or prepares food or drink for public consumption including those individuals who wash dishes in, or clean the premises of a food establishment. No person is permitted to work in a food establishment without a valid food safety certificate except those individuals who have passed a certified food manager course and are registered with Weber-Morgan Health Department.

### 2. How do I obtain a food employee certification?

Any one who is required to have a food safety certificate must take a written test and pass with a score of at least 70%. A duplicate certificate may be obtained from the Department for a fee. For further information please contact the Weber-Morgan Health Department, Environmental Health at (801) 399-7160.

### 3. How long is my food employee certification valid?

The food employee certification is valid for 3 years. The permit must be renewed by re-examination and a passing score prior to the expiration date on the permit.

4. Can the Department revoke a food employee certification?

Yes, for the following reasons:

- a. A food handler violates accepted sanitation procedures and practices at the food service establishment,
- b. A food handler violates any part of the Food Service Sanitation Regulation,
- c. The Department receives evidence that the food handler is diagnosed with an infectious agent as specified in the Weber-Morgan Health Department Food Service Sanitation Regulation 2-201.11(a), refuses to submit to a physical examination by a physician when required by the Department, or withholds information from the Department about a food borne illness outbreak,
- d. A food handler has submitted false information required for issuance, renewal or approval of the certificate, or has a forged food handler certificate.
- e. A food handler has threatened, offered a bribe, assaulted, and/or stalked a Department employee.

### III. Definitions

1. Department - means the Weber-Morgan Health Department, Division of Environmental Health.
2. Director - means the Director of the Weber-Morgan Health Department or authorized representative.
3. Food Employee Certificate - means the document issued by the Department that authorizes a person to work at a food establishment and includes the terms Food Handler Permit, Food Service Personnel Permit, Food Employee Permit, Food Safety Certificate, and Food Safety Permit.
4. Food Establishment - means a place where food is prepared and intended for individual portion service, and includes the site at which individual portions are provided. The term includes any such place regardless of whether consumption is on or off premises and regardless of whether there is a charge for the food. Includes bars, bed and breakfasts, breweries, cafeterias, camps, caterers, child care facilities, coffee shops, commissaries, day cares, fairs, group residences, hospitals, hotels, motels, nursing homes, penal institutions, private clubs, restaurants, satellites sites, schools, senior citizen centers, shelters, snack bars, taverns or similar food facilities. A food establishment can be operated in a mobile, stationary, temporary, permanent facility or location. This term can also apply to any facility that prepares food for the general public.
5. Food Handler - means any person working part-time or full-time in a food service establishment who moves food or food containers, prepares, stores, or serves food; comes in contact with any food, utensil, tableware or equipment; or washes the same. The term also includes owners, supervisors, and management persons, and any other person working in a food-service establishment. The term also includes any operator or person employed by one who handles food dispensed through vending machines; or who comes into contact with food contact surfaces or containers; or who otherwise services or maintains one or more vending machines.
6. Potentially hazardous food (Time/Temperature Control for Safety Food) - includes a food of animal origin that is raw or heat-treated; a food of plant origin that is heat-treated or consists of raw seed sprouts; cut melons; and garlic-in-oil mixtures that are not modified in a way that results in mixtures that do not support growth of bacteria.
7. Ready -to-Eat Food - means food that is in a form that is edible without washing, cooking, or additional preparation by the food establishment or the consumer and that is reasonably expected to be consumed in that form.

## IV. Food Borne Diseases

Food borne disease causing organisms, such as bacteria and viruses (commonly called germs), can be found almost everywhere. When germs are allowed to multiply or when food is not cooked well enough to kill the germs, people can get sick and may require medical care. This section of the study guide will give you useful information about different food borne illnesses and how to reduce the risks that may cause them.

- 1. Salmonellosis** - The foods we usually associate with this disease are poultry, meat and eggs. But did you know that it is also the cause of illness from cantaloupe and chocolate. The most common reasons that people get sick from Salmonella are:
  - eating foods that are not cooked well enough
  - eating foods that are either not kept cold enough (less than 41<sup>0</sup>F) or hot enough (greater than 135<sup>0</sup>F) (food is considered unsafe when it has been held at temperatures between 41<sup>0</sup>F and 135<sup>0</sup>F for 4 hours or more)
  - eating foods that have been on equipment that is not sanitized properly between uses
  - eating foods that have been contaminated by a food service worker

What went wrong in the kitchen:

It is Mother's day and the restaurant is having a breakfast buffet that will last from 8:00 a.m. to 1:00 p.m. One of the main dishes to be served is scrambled eggs. The chef, Pierre, prepares the eggs in large batches using fresh shelled eggs (eggs in the shell). He does not use a thermometer to check the temperature of the cooked eggs which should have been at least 155<sup>0</sup>F. The eggs are then transferred to pans and kept warm in ovens and chaffing dishes on the food service line. No one checks the temperatures in the chaffing dishes or the ovens (the temperature of the food should have been at least 135<sup>0</sup>F). The last pan of eggs, which was made at 7:00 am and held in the oven until 12:30 p.m. is served. People get sick with diarrhea, fever, stomach pain and nausea about 24 hrs after eating.

Corrective action: Pierre should not have used fresh shelled eggs. When making large batches of eggs for hot holding it is safer to use pasteurized egg products. Also, the holding temperatures and cooking temperatures were never checked with a thermometer and may not have been hot enough to kill germs and stop them from growing.

Fred is assigned two major jobs in the kitchen to prepare for lunch. He is told to cut up a box of raw chickens for the daily lunch special and to prepare the vegetables for the salad bar. Fred gets the cutting board and knife from the clean dish rack and cuts up the chicken. He wipes the knife off on his apron and uses a dry towel to wipe the cutting board off. Next he finds the washed vegetables in the walk-in cooler and cuts those up with the same equipment he used on the chicken.

Corrective action: Fred should have either cut up the vegetables first and then cut up the chicken or used a clean cutting board and knife for each job. The process of transferring harmful substances, such as the raw chicken drippings, from anything on to food is called **cross contamination**.

Use the Fred story again and add to it that he didn't wash his hands and put gloves on before he cut up the vegetables.

Corrective action: Fred should have washed his hands for at least 20 seconds and then put on gloves so his bare clean hands would not come into contact with the vegetables. Raw vegetables that are not going to be cooked before being served are considered a **ready-to-eat food** and must never be touched with your bare hands.

**2. E. coli** - The foods usually suspect in cases of E. coli. are ground meats. But the illness has also been attributed to raw milk and ready-to-eat foods that are handled by infected persons. People who are very young or very old are the most likely to have major complications such as kidney failure and even death from this food borne illness. The most common reasons for the occurrence of this illness are inadequate cooking of ground meats and food handlers that transfer the e.coli bacteria to ready-to-eat foods by cross contamination.

What went wrong in the kitchen:

Molly is cooking hamburger patties at a fast food restaurant and a large order comes in. The company requires that all meals must be served within 5 minutes after the order is made. Molly doesn't have enough patties cooking on the grill already so she adds more. She rushes to meet the 5 minute deadline and sends all the burgers out for service. One customer notices that his burger is a bit pink inside but everyone else in the group is eating theirs so he eats his. After about 4 days the man has watery diarrhea and abdominal cramps and is diagnosed with E. coli infection.

Corrective action: Always make sure that ground meats are thoroughly cooked, internal temperature must be at least 155<sup>0</sup>F for at least 15 seconds. Molly should have cooked the burger completely and not been concerned with the 5 minute service deadline.

Joe knows he has something wrong with his stomach. He woke up last night with cramps and watery diarrhea but he thinks he has to go to work anyway. Joe prepares and handles most of the food at the restaurant that he and his brother Tim own. Joe gets all of the vegetables prepared for the lunch rush and finally gives into his illness, calls his brother Tim and asks him to please come in early and run the business for the rest of the day. Tim comes to work and starts cooking burgers and chicken sandwiches for customers and uses the lettuce, onions and tomatoes that Joe has left out on the table in the kitchen. Later that week several people call into the local health department stating that someone in their family is having watery diarrhea bloody diarrhea, and cramps. The only place where all the people may have had the same food is Joe and Tim's restaurant.

Corrective action: Joe should not have gone to work when he knew he was sick. Also, foods that are ready-to-eat (such as lettuce and other vegetables that are not going to be cooked) must not be handled with bare hands.

**3. Shigellosis** - This illness is almost always associated with a process known as fecal oral transmission of disease. The most significant carriers of this bacteria are people. This illness can spread very quickly through day-care centers where children play with each others toys and, as we all know, kids put everything in their mouths. All foods that are not cooked after being touched by an infected food service worker could have enough germs on it to make someone sick (10 -100 organisms).

What went wrong in the kitchen:

Rosa has missed several days of work at the day-care center because she had diarrhea and knew it was not safe for her to be around the small children. She is feeling better today and decides that she is well enough to go back to work. Her supervisor asks her to make the afternoon snack of carrot sticks, apple slices, crackers and milk. She does so after casually washing her hands. She does not wear gloves when handling any of the ready-to-eat foods. Two days later several parents call the day-care to tell the operator that their children are sick with diarrhea and they will not be bringing them in.

Corrective action: Even though Rosa did not have diarrhea when she went back to work the bacteria was still in her feces and she transmitted it to the food with her bare hands. Rosa should have gone to the doctor to make sure she no longer carried the bacteria. She also should have thoroughly washed her hands and put on gloves to protect the food and the children.

**4. Hepatitis A** - This is the only completely preventable food borne illness. There are effective vaccines for this virus and it has been recommended that food service workers be vaccinated. This illness is transmitted to any ready-to-eat food by the fecal oral route and is frequently transmitted by an infected food service worker who can spread the disease up to a week before symptoms appear. From the time you become infected to the time you know you are sick can be 15 to 50 days. All this time you are shedding the virus and possibly making other people sick. Another difficulty with this illness is that children can carry the virus and pass it to others but, these young children may never show any symptoms of the illness. This illness will normally start with a fever, nausea, stomach pain, followed within a few days by jaundice (yellowing of the eyes and skin). For some people it only lasts for 1-2 weeks others can be severely disabled for months.

What went wrong in the kitchen:

Everything is going well for Barry at his new job at the fast food restaurant. He is not a line cook yet but he is now doing salad prep and being trained for the sandwich prep line. The company Barry works for is very insistent that all the employees have good

personal hygiene practices such as proper hand washing. The company is not employing procedures that eliminate all bare hand contact of ready-to-eat foods. Barry preps salads and works on the sandwich line for several days before he feels ill and has a fever and abdominal pains. He is quickly diagnosed with Hepatitis A. There is a good chance that some of the individuals who ate food from the restaurant and who work with Barry will come down with Hepatitis A.

Corrective action: Even with good hand washing procedures in place not all germs can be removed from our hands. The use of utensils and/or gloves along with proper hand washing procedures gives all of us another layer of defense against food borne illness. No bare hand contact of ready-to-eat foods.

**5. Botulism Food Borne Intoxication** - This is a severe poisoning caused by eating foods that have been contaminated with the bacteria and then held at temperatures above 41<sup>0</sup>F and below 135<sup>0</sup>F for more than 4 hours and are not exposed to air. Foods that are not exposed to air can be found in cans, vacuum packaging, stored in oils (garlic in oil) or home bottled produce or meats. Symptoms include blurred or double vision, dry mouth, droopy eyes, paralysis in limbs and other problems associated with nerve damage. This illness can be fatal.

What went wrong in the kitchen:

Dillon's mother enjoys bottling her own vegetables. On a busy day she was bottling green beans and didn't pay attention to the amount of time the bottled veggies were in the hot water bath of the canner. All the bottles she tested after they cooled down seemed to be sealing fine so she stored them away in the pantry just off the kitchen. Several weeks later Dillon comes home from school and wants something quick to snack on. He opens a bottle of green beans and pops them into the microwave oven to heat up. He just can't wait for them to come to a boil and eats the beans slightly warmed. Very early the next morning Dillon complains to his mother that he is seeing double and his mother notices that his face looks droopy.

Corrective action: When foods are bottled at home we must make sure that all canning times are followed and for low acid foods, such as green beans, it may be wise to add some acid to the bottles. The toxin that causes Botulism poisoning can only be formed in low acids foods and in an anaerobic (without air) environment.

**6. Staphylococcal (Staph) Food borne Intoxication** - This food poisoning is characterized by the quick and violent onset of severe nausea, stomach pain and projectile vomiting. There can be other symptoms including diarrhea, low-grade fever or even a subnormal temperature. Most people will get sick from Staphylococcal intoxication in 2 to 4 hours but it can be as short as 30 minutes. The food usually becomes contaminated through bare hand contact by a food service worker who has an infected cut on their hand, or has touched some other source of infection (facial acne, nose picking, eye infection, or abscesses on their body) and then the food is not properly heated, hot held, or refrigerated and the germs grow and produce the poison. The most common types of foods are those that come into contact with food handlers' hands such as pastries, custards, salad dressings, sandwiches, sliced meats and

cheeses, and meat products. Once the bacteria grow and produce the toxin (poison), cooking will no longer render the food safe.

What went wrong in the kitchen:

Sally has a cut on her finger and this morning she noticed that the cut was very red, tender and oozing, it is infected with bacteria probably Staph. She goes to work at the deli at 9:00 am and is told to make up all the deli sandwiches for the next two days. She washes her hands and gets all of the foods she will need to make the sandwiches from the coolers. She has to slice the meats and cheeses and shred the lettuce. She makes the sandwiches in about 3 hours, wraps them, labels them and places them in the an open front display refrigerator for the customers. No one has checked the temperature of this refrigerator and there is no thermometer in it (the actual temperature of the refrigerator was 60<sup>0</sup>F). Customers come in around lunch time and purchase the sandwiches. A few of the workers from the store also purchase sandwiches including the deli manager. At 2:00 p.m. the deli manager tells Sally she is not feeling well and runs to the restroom to vomit. The phone rings in the deli and the Store Director is on the line stating that several customers have phoned him saying they were sick, vomiting, and that they had eaten deli sandwiches from the store.

Corrective action: Food should never be handled with bare hands especially when a food service worker has an infected cut on a hand. Sally is required by the food safety rules to securely cover an infected cut with a band-aid and two gloves or a finger cot and a glove. The other problem is the amount of time the foods were left at improper temperatures. The open fridge may have been at a warmer than acceptable temperature. Foods under refrigeration must be held at 41<sup>0</sup>F or less. The sandwiches had already been out at room temperature for the entire time that Sally was making them. This temperature abuse added to the time in the open front display refrigerator that was not cold enough was enough time for the bacteria from Sally's infected cut to grow and multiply and produce a toxin on the foods.

We all know that no food service worker wakes up in the morning and says "I think I'll make somebody sick today".

## **V. Food Protection When Receiving, Storing, Displaying or Serving Prevent Cross Contamination**

We have already discussed how important it is to protect foods from germs that might be on our hands and also on surfaces. But there are other ways that food can become contaminated.

**Receiving** - When food is delivered to the food service establishment the manager or someone they appoint to the job should take time to carefully examine all of the food shipment. Make sure the cans and other food containers are in good condition. Check temperatures of refrigerated foods to make sure that they are 41<sup>0</sup>F or less and that

frozen foods are completely frozen. Management must have enough people available when food is delivered to get the food put away as soon as possible.

**Storing** - Food must be properly stored so that there is no potential for cross contamination and so that food that was received in earlier shipments will be used first. Safe food storage should always include a system for dating foods; remember this simple tool “First in first out.” When raw potentially hazardous food (Time/Temperature Control for Safety Food) are put away in refrigeration units they must not be stored above or next to ready-to-eat foods or foods that will not be cooked to high temperatures before being served to the customers. Eggs, meat, poultry, fish, shellfish and other potentially hazardous foods (Time/Temperature Control for Safety Food) must be stored below foods such as lettuce, tomatoes, pickles, and bread. Always make sure cold storage areas are either freezing or at 41<sup>0</sup>F or less. Foods stored in dry storage areas must be at least 6 inches off the floor, on cleanable plastic or metal shelves, or in approved food storage containers on a clean hard floor. If properly prepared food is going to be held hot, such as in a steam table on the cook or service lines, it must be maintained at 135<sup>0</sup>F or greater.

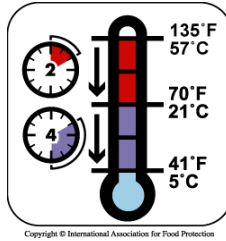
**Displaying-** If food is placed out for the public to have access, it must be protected as much as possible. Salad bars, hot cases, and buffet tables are areas where food is on display for a lot of people and contact by people must be limited. Sneeze guards and utensils must be used to protect the foods. Customers must not be allowed to reuse plates and bowls. Units that hold the foods must be temperature controlled to keep cold foods at 41<sup>0</sup>F or less and hot foods at 135<sup>0</sup>F or greater. Foods in coolers that have public access such as pre-made sandwiches must be wrapped. Cases that hold donuts, bagels, or rolls must have tongs or deli tissues available.

**Serving** - In order to serve food safely you must remember that anything you touch with your hands may become contaminated. Always handle utensils and silverware by the handles. Carry plates and bowls by the bottom or edge and do not ever allow your fingers or thumbs to come into contact with the foods. Do not pick up glasses and cups from the top always pick them up on the sides or by the handles. When ice is needed in a glass always use a scoop with a handle, never use the glass or cup to scoop up the ice.



**Cross Contamination** - Transfer of harmful substances to food from equipment, utensils, hands, or other foods. This can happen in many ways. The most common are:





### Cooling Foods Properly

It is always safer to prepare foods in small batches that can be used the same day that they are made. But some restaurants choose to make large batches of foods and then cool them and reheat smaller amounts for use each day.

Cooked potentially hazardous foods (Time/Temperature Control for Safety Food) must be cooled quickly, within two hours, from 135°F to 70°F, and then within 4 hours, from 70°F to 41°F.

#### Cooling Methods

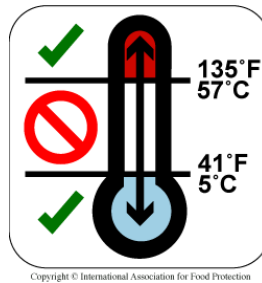
1. Place foods in shallow pans (the food should be no deeper than 2 inches) and then put into the refrigerator
2. Place the container of food in a sink or large pan filled with ice and stir the food - this is called an ice-bath
3. Adding ice as an ingredient at the end of the cooking process and then stirring the food
4. Using equipment that has been designed for food cooling such as a “chiller”
5. Cut large foods such as meat loaf and turkey into smaller portions and spread the pieces out on trays and place the tray in the refrigerator

#### Reheating

Potentially hazardous food (Time/Temperature Control for Safety Food) that is cooked, cooled, and reheated for holding hot at 135°F must be reheated as quickly as possible (no longer than two hours) to a temperature of 165°F for at least 15 seconds in all parts of the food. Cooked and refrigerated food that is prepared for immediate service in response to an individual consumer order may be served at any temperature.

#### Thawing Food Properly

- The safest way to thaw potentially hazardous foods (Time/Temperature Control for Safety Food) is to plan ahead and thaw in the refrigerator at 41°F or less.
- Thawing under cool running water (70°F or less) so long as the food is completely submerged and no portion of the food goes above 41°F for more than 4 hours.
- Some foods can be thawed as part of the cooking process.
- The microwave can be used to thaw foods so long as the food is then immediately cooked to the proper temperature.

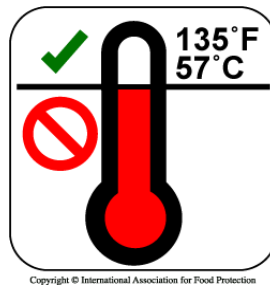


### Danger Zone

The temperature range between 41<sup>0</sup>F and 135<sup>0</sup>F. Bacteria will multiply quickly in the Danger Zone. Bacteria grow extremely well at our body temperature of 98.6<sup>0</sup>F.

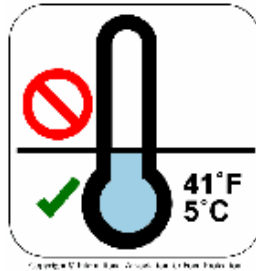


**Do not allow hazardous food to be in the Danger Zone for long periods of time - no more than 4 hours**



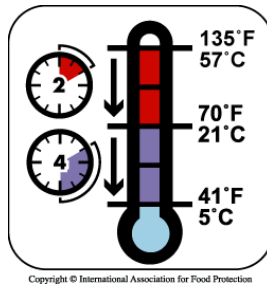
### Keep hot food hot (135<sup>0</sup>F or hotter)

You must have a probe thermometer available to check the temperature of the food on the steam table and on the stove.



### Keep cold food cold (41<sup>0</sup>F or below)

Provide a reliable thermometer to ensure proper operation of refrigerators.



### Cool foods quickly

Foods must be cooled from 135<sup>0</sup>F to 70<sup>0</sup>F in 2 hours and then from 70<sup>0</sup>F to 41<sup>0</sup>F in 4 hours.

## VII. Chemical Storage, Cleaning, Sanitizing

### Chemical Storage

**Where:** Always store chemicals in a safe separate area. Never store chemicals near food, on shelves above the three compartment sink or food preparation sinks, or on shelves with clean dishes. Do not store spray bottles on the Bag-N-Box pop rack or hang these on any shelves that are used for food or clean utensil storage.

**When:** Always put chemicals back in the proper storage areas when finished using them. The only chemical that should be out in the food preparation area while food is being prepared is the sanitizing solution. This solution should be in a bucket with a clean wiping cloth in it and the cloth should be used to wipe up food spills and to sanitize surfaces prior to placing food on them. After using the wiping cloth always put it back into the bucket of clean sanitizing solution.

**How:** Store chemicals in the original containers whenever possible. If the chemical needs to be transferred to another container, such as a spray bottle, always label the container with the contents (Sanitizer, Window Cleaner, Degreaser).

**Why:** If chemicals are stored by clean equipment, equipment that holds food, or food, then there is a potential for food to become contaminated with the chemicals. If someone then eats the contaminated food they may become ill or suffer injury such as a chemical burn. If chemicals and foods are not properly labeled then a food service worker may accidentally put a chemical on the food thinking it is something else.

Example: Food service employee using an un-labeled spray bottle to spray the surface of pretzels to make them moist so the salt will stick to them. The bottle is supposed to have water in it but it really is filled with a chlorine sanitizing solution.

## **Cleaning and Sanitizing**

Cleaning and Sanitizing are two different things but in the food service establishment many items that need to be cleaned also need to be sanitized. Cleaning is removing the dirt or other type of soil such as food from dishes, or mud from the floor. Sanitizing is reducing the number of harmful germs (bacteria and viruses). In order to properly sanitize something you first have to properly clean it. Let's use the proper procedures for dish washing to demonstrate how cleaning and sanitizing should be done in a food service establishment.

In order to properly wash dishes in a food service establishment there must be a three compartment sink. Even if there is an approved dishwashing machine there still has to be a three compartment sink because not all items used can go into a dishwasher. There also are times when the dishwasher will not be operating properly. So here we go off to the dishwashing sinks.



### **Wash - Rinse - Sanitize**

First set the sinks up correctly. The first sink must have hot water and detergent, the second sink must have clean hot water, and the third sink must have warm water with the proper concentration and type of sanitizing solution in it. The concentration of the sanitizing solution must be measured by using a test kit (usually strips) for the type of sanitizer used. Next, in comes the dirty dishes, piles of them. The first thing you must do is scrape or rinse most of the old food off of the dishes. Then you will wash the dishes, 1<sup>st</sup> sink, rinse off the soap, 2<sup>nd</sup> sink, put the dishes into the 3<sup>rd</sup> sink to sanitize for at least one minute, then let the dishes air dry on the drain board or racks. Do not ever towel dry the dishes.

There are some pieces of equipment in the kitchen which cannot be moved to the three compartment sink for cleaning and sanitizing. For these items you can take three buckets filled the same way you would fill your three compartment sink and wash, rinse, and sanitize them in place. Cleaning in place works well for tables, counters, floor mixers, handles, etc...

**A clean food service establishment is a healthy food service establishment!**

**Sanitizers allowed for use in food service establishments are: Chlorine (Bleach-  
but not the scented variety)  
Quaternary Ammonia (Quats)  
Iodine**

## **VIII. Personal Hygiene**



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### **Hand Washing Procedures**

Because hands are so important in the transmission of germs, they must be properly washed and washed often. In order to wash hands properly there must be adequate hand washing facilities, jewelry must be removed, and proper hand washing procedures must be followed.

- The paper towel should be ready and hanging down. Studies have shown that many people do not wash their hands properly and then contaminate the towel dispenser when they touch it.
- Turn the water on, get it warm too hot and get your hands wet.
- Obtain soap from the dispenser and lather your hands, including the back of the hand and exposed lower portions of your arms. Vigorously rub and scrub your hands with the lather for at least 20 seconds and then thoroughly rinse under running water.
- **DO NOT TURN THE FAUCET OFF YET!!!** Grab the paper towel and completely dry your hands and arms. If you need more paper towel use the towel you already have to operate the dispenser.
- Use your paper towel to turn off the faucet. If you touch the faucet with your clean hands you have just contaminated them and will have to wash them again.

Now that wasn't too bad!

**Hand sanitizer gel or waterless hand cleaner is not a replacement for proper hand washing.**

**Wearing gloves is not a substitute for proper handwashing.**

### **When to Wash Your Hands**

There is no set time as to how often you need to wash your hands. The best practice is to wash whenever they are in need of washing. There are times that you must always wash your hands.

- When you first to get work.
- After using the toilet.
- Between different tasks at work. First task - Cutting up raw chicken  
Second task - Grating cheese
- After eating, drinking or smoking.
- After touching your hair or face.
- After handling dirty dishes or taking out the garbage.
- Whenever your hands may have become contaminated

## Other Personal Hygiene Practices to Follow

- ❑ Always wear a proper hair restraint. Hair spray is not a hair restraint but a hair net is.
- ❑ Begin your work day with clean clothes.

- ❑ Do not work if you are ill.



- ❑ Do not touch food with your bare hands.



- ❑ If you have an infected cut or open wound on your hand always cover it with a bandage and then put two gloves on that hand.
- ❑ Get immunizations for those food borne illnesses that are preventable - Hepatitis A.
- ❑ Do not store your personal items - coats, purses, jackets - in the kitchen or in other areas where food, equipment or utensils are stored.