

# CHAPTER 3

## IMPORTANCE OF PERSONAL HYGIENE

Working in the food service industry requires employees to maintain good personal hygiene.

### BASICS FOR GOOD PERSONAL HYGIENE

Good personal grooming is essential to preventing foodborne illness, and must be part of every food employee's regular routine. Bathing daily and wearing clean clothes to work is mandatory.

Aprons should not be used to wipe hands, and must be removed before using the restroom or taking out garbage. Dirty aprons and other soiled uniforms or clothing should be stored in laundry bags.

Hair must be neat, clean, and effectively restrained. Hairnets, hats or caps are all considered effective hair restraints. Ask a manager for your employer's policy.

Jewelry may not be worn on a food preparation employee's hands or arms, except a single ring that is a plain metal band. It is best to leave all other jewelry at home. If any other jewelry is worn it must be removed before preparing food. Fingernails must be neatly trimmed and clean. Fingernail polish and artificial fingernails are prohibited while preparing food, as are false eyelashes and hair accessories that pose a risk for contamination.



### Correct Handwashing is a Must!

The majority of foodborne illnesses are transmitted to food by the hands of those preparing and serving food. You must always wash your hands or change gloves after doing any of the following:

- Touching bare skin
- Using the restroom
- Coughing, sneezing, using a handkerchief or tissue
- Tobacco use, gum chewing, eating, or drinking
- Handling soiled equipment, utensils, or clothing
- Working with raw foods
- Clearing a table or dirty dishes
- Removing and disposing of garbage / trash
- Using chemicals or pest control
- Engaging in any activity that may contaminate hands, like answering the phone
- Changing tasks during food preparation
- Handling money, pens, or anything touched by customers
- Touching or petting live animals; dogs



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Wash hands during food preparation, and as often as necessary to remove soil and prevent cross-contamination. The following section clearly demonstrates correct handwashing techniques for food service workers and the importance of frequent and proper handwashing to prevent against foodborne illness.



# TECHNIQUES FOR CORRECT HANDWASHING

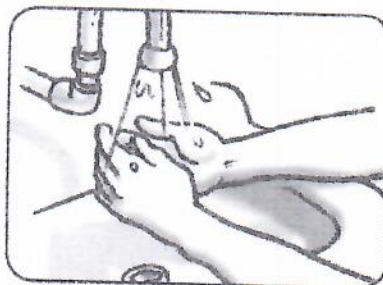
Washing hands properly is critical. If hands are not washed thoroughly, the risk of contaminating food increases dramatically. Improper handwashing has been directly associated with the outbreaks of diseases such as: Salmonellosis, Shigellosis, *E. coli*, and Norovirus.

To correctly wash hands:

1. Wet hands and exposed portions of arms with hot running water of at least 100°F.
2. Apply an adequate amount of soap.
3. Scrub vigorously for 10-15 seconds, ensuring that the soap covers and cleans every part of hands, wrists and exposed forearms.
4. Clean between fingers and under and around fingernails.
5. Rinse thoroughly, using warm water, ensuring that all traces of soap are rinsed from hands.
6. Dry hands with disposable, single-use paper towel, hot-air dryer or high-velocity room temperature air dryer.
7. Use a paper towel to turn off the faucet.
8. If using a FDA approved hand sanitizer, apply to hands and allow time to dry before handling food or equipment.
9. Use a paper towel to open any doors between assigned stations and wash hands again if necessary.
10. Correct handwashing should take at least 20 seconds to complete. Wash hands frequently throughout the work shift and every time tasks are changed.

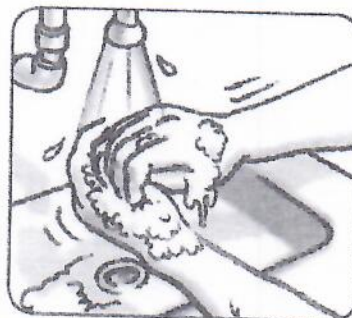
Take extra precautions when washing hands after using the restroom. After following the above steps for washing hands, wash hands again outside the restroom using the same steps. Be sure to thoroughly clean under fingernails. These additional precautions have been shown to significantly reduce the spread of virus and bacteria after using the restroom.

Designated handwashing stations must be convenient, accessible, and properly stocked with soap, sanitizer (if applicable), and paper towels. Expensive and dangerous food inspection violations can result when hand sinks are blocked, inoperable or not properly stocked. At no time may hands be washed in food prep sinks or dishwashing sinks.



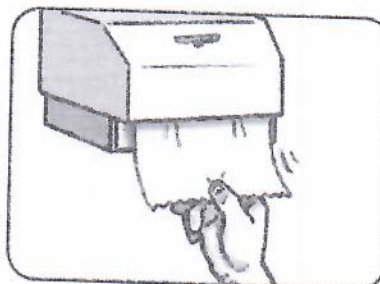
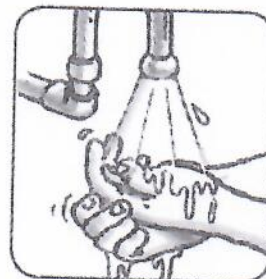
1) Rinse hands in warm running water (at least 100° F)

2) Apply hand soap



3) Scrub hands and exposed arms for 10-15 seconds. Concentrate on fingertips, between your fingers and palms.

4) Rinse



5) Use a single use paper towel to dry your hands. Turn off faucets with the paper towel.

6) Apply a FDA-approved hand sanitizer (must be used if operating under a DBPR approved AOP bare-hand contact plan)





## Gloves and Bare-hand Food Contact

It is crucial to remember that gloves - just like hands - can become contaminated, and thus cross-contaminate food, equipment, utensils, dishes and glassware. Prior to using gloves, hands must first be correctly washed to ensure a clean and sanitary start to food preparation.

Proper glove use also includes changing gloves:

- When switching tasks, such as after finishing a cleaning task, and before beginning a ready-to-eat food task
- When they become soiled or torn
- After handling raw meat, seafood or poultry
- Before handling ready-to-eat or cooked food
- After handling money
- As often as needed to prevent contamination



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Florida law currently requires that there be no direct hand contact with ready-to-eat foods unless the establishment has an approved Alternative Operating Procedure (AOP) in place. Exceptions to this rule include when ready-to-eat food is added to a dish that does not contain raw meat, seafood or poultry and will be cooked to at least 145°F. For example, adding cheese to pizza dough. It also applies when ready-to-eat food is added to a dish that does contain raw meat, seafood or poultry and it will be cooked to its recommended minimum internal cooking temperature. For example adding raw vegetables to gumbo soup.

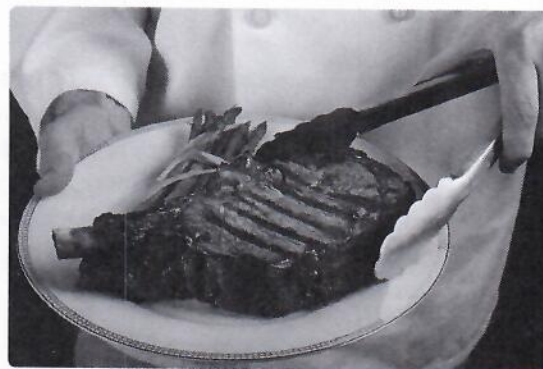
Alternative Operating Procedures are acceptable under the US FDA Food Code 2009, Section 3-301.11 (B) which provide specifications for no bare-hand contact of exposed ready-to-eat food unless otherwise approved. Food employees may contact ready-to-eat foods with bare hands immediately prior to service if the operator of the public food service establishment maintains a written operational procedure which addresses all of the components in the Food Code and is approved by the inspector. Contact FRLA to obtain an AOP program at 866-372-7233.

Hand antiseptics / sanitizers are chemical solutions applied to hands to kill bacteria that may remain behind after handwashing. It should never be used as a replacement for handwashing. After washing hands, you may use a FDA approved hand sanitizer as an additional precautionary step. Hand sanitizer is only mandatory if it is part of your company policy or when using an approved AOP program.

## Serving Food Properly

The simple act of picking up or otherwise touching plates, utensils, glasses or other items that will be served to guests can result in cross-contamination. To maximize safety, follow these guidelines:

- Hold plates by the bottom or at the edge; never touch the food contact surface.
- Hold cups by the handle or the bottom; never put fingers on the rim of the glass, inside the glass, or on the beverage contact surface.
- Hold silverware by the handle; never touch the food contact surface. Store silverware so that it can be picked up by handles.
- When preparing to serve breads, salads, or other ready-to-eat items, use proper utensils such as tongs, deli-tissues, scoops, or spatulas, and use separate utensils for each type of food. Hands should never come into contact with food.
- Use tongs or other utensils to retrieve serving utensils that fall into food.
- Scoop ice with long handled, non-breakable utensils. Never use a glass, cup, or bowl — these become contaminated by hands and then cross-contaminate ice, and can easily break. Do not store scoops or utensils directly in ice machines. The best practice is to store scoops outside the ice bin in a protected sleeve or on a sanitized surface.





## Employee Breaks

Smoking, eating, and chewing gum while working can result in contamination when saliva is transmitted from the mouth to hands, and are therefore prohibited in food preparation areas. Drinking beverages in food preparation areas is prohibited unless the beverage is in a covered container with a lid and a straw. Ask a manager for your employer's policy and if there are designated areas for these activities.

As highlighted throughout this guide, handwashing is one of the easiest and most important factors in controlling foodborne illness. In accordance with Florida law, food service employees must wash hands after:

- All breaks
- Using the bathroom
- Smoking
- Eating
- Chewing gum
- Drinking a beverage

While these are all activities that require handwashing, employees should also wash hands frequently throughout the work shift, especially when changing work tasks, such as when switching from using cleaning chemicals to preparing food, or changing from working with raw food to ready-to-eat food.

## Proper Treatment of Cuts, Burns, Sores and Skin Infections

To ensure employee health and safety, and minimize foodborne illness risk, all cuts, burns, sores, infected wounds or skin infections must be immediately reported to a manager or supervisor. Each of these skin conditions is required to be covered with a clean dry bandage, and protective moisture-proof barrier (such as a glove or finger cot) when appropriate. Employees may also be reassigned to duties that do not involve food preparation to minimize risk. Hands must be washed before and after attending to the wound, such as when applying medicated ointments or changing bandages. Ask your employer if bright blue bandages and / or finger cots are available. This new bright color makes bandages and finger cots easy to locate if they fall off during a work shift.

### BEST EMPLOYEE PRACTICE

#### Handwashing

To avoid food contamination, employees must thoroughly scrub all surfaces of the hands for at least 10-15 seconds using warm water and soap. Rinse thoroughly, and then dry using a disposable paper towel before beginning any food preparation. The entire process should take at least 20 seconds. To ensure you are devoting enough time and attention to washing your hands, try singing yourself the ABC's or the Happy Birthday song twice while you are washing your hands. Employees must pay close attention to hand hygiene and wash frequently.



# CHAPTER THREE REVIEW QUIZ

## True or False

1. T\_\_\_\_ F\_\_\_\_ Employees may eat a meal and cook for customers at the same time.
2. T\_\_\_\_ F\_\_\_\_ Employees should wash hands in the nearest prep sink.
3. T\_\_\_\_ F\_\_\_\_ A plain metal ring, such as a wedding band, is the only jewelry allowed on hands and arms while preparing food.
4. T\_\_\_\_ F\_\_\_\_ Employee hands must be scrubbed thoroughly for 10-15 seconds when handwashing.

## Complete the Sentence

1. Cuts, burns or sores on fingers should be covered with a clean and dry \_\_\_\_\_ and protective moisture-proof barrier, such as a finger cot.
2. Expensive and dangerous food inspection violations can result when handsinks are not \_\_\_\_\_.
3. Employees must \_\_\_\_\_ hands after employee breaks.
4. Never wipe or dry \_\_\_\_\_ on your pants or apron.

## Multiple Choice

1. Research has shown that a common cause of foodborne illness is:
  - a. poor personal hygiene.
  - b. cross-contamination.
  - c. time and temperature abuse.
  - d. All of the above.
2. Food employees must wash hands:
  - a. in between tasks.
  - b. after using the bathroom.
  - c. after taking out the garbage.
  - d. All of the above.
3. Sick employees should:
  - a. work as long as able.
  - b. prepare food away from others to avoid making them ill.
  - c. immediately tell a manager or supervisor they are ill.
  - d. call a friend.
4. To reduce foodborne illness employees should:
  - a. change gloves as needed.
  - b. report illness to managers.
  - c. wash hands frequently.
  - d. All of the above.