

Standard Operating Procedure



SOP# **GM0-021**

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Revision: <Init>

Revision Date: MM/DD/YYYY

Approvals:

| Initial | Date |
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Director of Quality Compliance

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| KWB | 11JAN22 |
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Title: HAND WASHING & HAND SANITIZING

Purpose:

Proper hand hygiene is critical to the reduction of foodborne illnesses and to ensure bio-safe environment for the products of our consumers and a healthier workplace for our employees.

Designation of Responsibilities:

All Managers, Supervisors, and Employees

Materials Needed:

Sink
Water
Soap
Paper Towels
Trash Can
Hand Sanitizer

Process / Procedure:

- 1) When to wash hands:
 - A. Before entering production area.
 - B. Before eating food
 - C. After eating food
 - D. After using the restroom
 - E. Before and after treating a cut or wound
 - F. After picking up an object from the floor
 - G. After smoking
 - H. After touching your face
 - I. After touching your hair
 - J. After sneezing
 - K. After sweeping and mopping

- 2) How to wash our hands:

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| Title: HAND WASHING & HAND SANITIZING | File Name:GM0-021 HAND WASHING AND HAND SANITIZING Date Printed: 1/15/2024 7:55 AM |
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- A. Wet your hands with warm water
 - B. Apply soap
 - C. Scrub your hands; make sure to include between fingers, finger nails, and top of hand. Do this for 20 seconds.
 - D. Rinse for 10 seconds under warm water
 - E. Dry hands with paper towel
 - F. Use the paper towel to turn off water faucet
 - G. Discard paper in trash bin beside sink
- 3) Hand sanitizer is to be used when you need to wash your hands and sink/water are not available following the steps below:
- A. Apply one complete pump into the palm of your hand
 - B. Rub your hands together over all surfaces of your hands and fingers until dry

Reference Documents:

- GM0-009 Employees Health and Contagious Disease
- GM0-003 Basic GMP Hair Containment, Jewelry Candy Etc

Revision History:

| Revision | Date | Description of Change | DCN# |
|----------|------------|-----------------------|------|
| <Init> | 12/28/2018 | Created SOP | N/A |

End SOP: SOP No: GM0-021 Title: HAND WASHING & HAND SANITIZING

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