



**Public Health**  
Prevent. Promote. Protect.

## **JO DAVIESS COUNTY HEALTH DEPARTMENT**

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### **HAZARD ANALYSIS CRITICAL CONTROL POINT (HACCP)**

#### **Washing Hands**

##### **WHEN TO WASH HANDS**

- Before starting work
- During food preparation
- When moving from one food preparation area to another
- Before putting on or changing gloves
- After using the toilet
- After sneezing, coughing, or using a handkerchief or tissue
- After touching hair, face, or body
- After smoking, eating, drinking, or chewing gum or tobacco
- After handling raw meats, poultry, or fish
- After any clean up activity such as sweeping, mopping, or wiping counters
- After touching dirty dishes, equipment, or utensils
- After handling trash
- After handling money
- After any time the hands may become contaminated
- After caring for or handling service animals

##### **WHERE TO WASH HANDS**

- Use designated handwashing sinks for handwashing only. Do not use food preparation, utility, and dishwashing sinks for handwashing.
- Keep handwashing sinks accessible anytime employees are present.

##### **HOW TO WASH HANDS**

- Wet hands and forearms with warm, running water at least 100 °F and apply soap.
- Scrub lathered hands and forearms, under fingernails, and between fingers for at least 10-15 seconds. Rinse thoroughly under warm running water for 5-10 seconds.
- Dry hands and forearms thoroughly with single-use paper towels.
- Dry hands for at least 30 seconds if using a warm air hand dryer.
- Turn off water using paper towels.
- Use paper towel to open door when exiting the restroom.
- Throw paper towel away in trash container.

**HAND SANITIZERS & GLOVES ARE NOT A REPLACEMENT FOR PROPER HANDWASHING.**

