

SOP Template: Sanitization and Hygiene Practices for Staff and Food Contact Areas

This SOP details **sanitization and hygiene practices for staff and food contact areas**, emphasizing proper handwashing techniques, use of personal protective equipment, regular cleaning and disinfecting of surfaces, maintaining cleanliness of food preparation zones, waste management protocols, and monitoring hygiene compliance to prevent contamination and ensure food safety and public health.

1. Purpose

To establish standardized procedures for maintaining sanitary conditions and personal hygiene, minimizing risk of food contamination and ensuring food safety.

2. Scope

This SOP applies to all staff involved in food handling, preparation, and cleaning within food service and preparation areas.

3. Responsibilities

- **All Staff:** Adhere to hygiene and sanitization practices as outlined.
- **Supervisors:** Monitor compliance, provide training, report non-compliance, and ensure supplies are available.
- **Cleaning Personnel:** Execute regular cleaning and disinfection schedules.

4. Personal Hygiene Practices

1. **Handwashing:**
 - Wash hands with soap and warm water for at least 20 seconds before work, after using the restroom, after handling raw foods, waste, or cleaning chemicals, after touching face/hair, and after breaks.
 - Use hand sanitizers if handwashing is not immediately possible, but wash hands as soon as possible.
 - Keep fingernails clean and trimmed; avoid wearing nail polish and jewelry.
2. **Personal Protective Equipment (PPE):**
 - Wear clean uniforms, hairnets or hats, and closed-toe shoes.
 - Use disposable gloves when handling ready-to-eat foods; change gloves frequently and wash hands between glove changes.
 - Masks to be worn as per local health regulations or when handling exposed foods.
3. **Employee Health:**
 - Report any symptoms of illness (e.g., vomiting, diarrhea, fever, sore throat) and do not handle food if ill.
 - Cover cuts or wounds with waterproof dressings and gloves.

5. Food Contact Area Cleaning & Disinfection

1. **Cleaning Schedule:**
 - Clean and sanitize food contact surfaces before starting work, after each use, between different food types, and at the end of shifts.
2. **Cleaning Procedures:**
 - Remove food debris from surfaces.
 - Wash with hot water and approved detergent.
 - Rinse with clean water.
 - Apply approved, food-safe sanitizer. Follow manufacturer's instructions for dilution and contact time.
 - Allow surfaces to air dry.
3. **High-Touch & Equipment Areas:**
 - Focus on handles, switches, sinks, prep counters, cutting boards, and utensils.
 - Maintain cleaning logs for machinery and equipment.

6. Food Preparation Zone Maintenance

- Organize workstations to prevent cross-contamination (separate raw and cooked foods).
- Store cleaning supplies away from food and food surfaces.
- Clean spills immediately and sanitize affected areas.

7. Waste Management

- Dispose of waste promptly in lined, covered bins.
- Empty bins at least daily or more frequently as needed.
- Clean and sanitize waste bins regularly.

8. Monitoring & Record Keeping

- Supervisors to conduct regular hygiene and cleaning audits.
- Maintain checklists/logs for handwashing, surface sanitation, and waste disposal tasks.
- Investigate and address non-compliance; retrain staff as needed.

9. Training

- All staff to receive training on this SOP and sign off on completion.
- Conduct refresher training semi-annually or as regulations/standards change.

10. References

- Local public health regulations
- FDA Food Code
- WHO Guidance on Food Safety

11. Revision History

| Version | Date | Description of Change | Author |
|---------|------------|-----------------------|---------------------|
| 1.0 | 2024-06-01 | Initial SOP release | Food Safety Manager |