

HACCP-Based SOPs

Proper Wearing and Care of Face Masks

PURPOSE: To prevent foodborne illness through airborne transmission of pathogens and to reduce the potential of community spread of bacteria and virus.

SCOPE: This procedure applies to all nutrition staff who handle, prepare, and/or serve food. This also applies to any other district personnel involved in transport or serving food.

PRELIMINARY INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow state or local health department requirements.
3. Follow proper handwashing procedures. Reference the *Washing Hands and Personal Hygiene* SOP's.
4. Post handwashing signs or posters in a language understood by all foodservice staff near all handwashing sinks, in food preparation areas, and restrooms.
5. Use designated handwashing sinks for handwashing only. Do not use food preparation, utility, and dishwashing sinks for handwashing.
6. Provide warm running water, soap, and a means to dry hands. Provide a waste container at each handwashing sink or near the door in restrooms.
7. Keep handwashing sinks accessible anytime employees are present.

PUTTING A FACE MASK ON PRIOR TO WORK

1. Follow proper handwashing procedures as indicated below:
 - 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 20 seconds. Rinse thoroughly under warm running water for 5-10 seconds.
 - Turn off water using paper towels.
 - Dry hands and forearms thoroughly with single-use paper towels or a warm air hand dryer.
 - Use paper towel to open door when exiting the restroom.
2. Put the mask on the face correctly – Be sure the back side is towards the face.
3. Handle the straps or loops only and avoid touching face or mask surfaces when putting mask on – Mask must cover mouth and nose.

IMPORTANT NOTES:

- Avoid touching the mask while it is on the face.
- If the mask becomes soiled or contaminated remove the mask and either discard or place in a designated area for washing.
- NEVER reuse disposable paper or single use masks.
- Wash your hands following the hand washing steps above, get a new mask and put it on following the proper procedure. Hand Sanitizers do not replace proper hand washing.



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Proper Wearing and Care of Face Masks, continued

REMOVING A FACE MASK PROPERLY

1. Follow proper procedures for washing hands with soap & water for a minimum of 20 seconds before touching face & removing the mask.
2. Remove the mask carefully – Avoid touching the front or inside of the mask when removing.
3. If the mask is washable place in a designated container and wash daily before the next use. Masks may also be hand washed using detergent and then dried either by hanging or in a dryer.
4. If the mask is disposable it should be thrown immediately into the trash.
5. After mask is removed follow proper procedures for washing hands with soap & water for a minimum of 20 seconds.

IMPORTANT NOTES:

- Washable masks must be completely dry after washing before being used again.
- NEVER reuse disposable paper or single use masks.

MONITORING:

1. A designated employee will visually observe the handwashing practices of the foodservice staff during all hours of operation.
2. A designated employee will visually observe that face masks are being properly worn by foodservice staff during all hours of operation.
3. The designated employee will visually observe that handwashing sinks are properly supplied during all hours of operation.
4. A designated employee will visually observe that face masks are being properly disposed of and/or washed at the end of each shift.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Ask employees that are observed not washing their hands at the appropriate times or using the proper procedure to wash their hands immediately.
3. Retrain employee to ensure proper handwashing procedure.
4. Ask employees that are observed not wearing masks at the appropriate times or not wearing masks correctly to do so immediately.

DATE REVIEWED: _____ **BY:** _____

