

Keep Food Safe: Wash Hands the Best Way

**CACFP iTrain
Simple Lesson Plan**

Keep Food Safe: Wash Hands the Best Way

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EXECUTIVE DIRECTOR
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Intended Audience: CACFP personnel and other child care staff

Description: This lesson explains the importance of how and when to wash hands.

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Lesson-at-a-Glance

Time	Topic	Activity	Materials
Introduction			
5 minutes	▶ Introduction and Overview		▶ PowerPoint Presentation ▶ Computer ▶ Projector (if available) ▶ Pens or Pencils
Objective: Identify the sequence of steps required for proper handwashing.			
15 minutes	▶ Handwashing to Prevent the Spread of Diseases	▶ Steps in Proper Handwashing	▶ ICN Handwashing Video ▶ Worksheet: How to Wash Hands ▶ How to Wash Hands Ideal Responses ▶ ICN Handwashing poster
Objective: Identify situations when proper handwashing is required.			
15 minutes	▶ When to Wash Your Hands	▶ When to Wash Hands	▶ Worksheet: When to Wash Hands ▶ Fact Sheet: Handwashing
Conclusion			
10 minutes	▶ Lesson Summary ▶ Training Evaluation	▶ Speed Action Planning ▶ Training Evaluation (Optional)	▶ Worksheet: Speed Action Planning ▶ Optional: Training Evaluation & Training Certificate
Total Time: 45 minutes			

References

Institute of Child Nutrition. (2015). *Food safety in schools*. University, MS: Author.

U.S. Department of Agriculture, Food Safety and Inspection Service. (2015, March). *Kitchen companion: Your safe food handbook*. https://www.fsis.usda.gov/sites/default/files/media_file/2020-12/Kitchen-Companion.pdf

Institute of Child Nutrition. (2018). *How to properly wash your hands*. <https://theicn.org/icn-resources-a-z/foodsafetyminiposters/>

Institute of Child Nutrition. (2019). *Food safety in child care*. <https://theicn.org/icn-resources-a-z/food-safety-in-child-care/>

Internet Resources

- ▶ Institute of Child Nutrition: www.theicn.org
- ▶ Institute of Child Nutrition Food Safety: www.theicn.org/foodsafety
- ▶ USDA's Team Nutrition: <https://www.fns.usda.gov/tn>

Preparation Checklist

Instructions: Use the Preparation Checklist to prepare for the training session. Keep track of your progress by checking off tasks as they are completed.

Done <input checked="" type="checkbox"/>	Lesson Tasks
Gather Materials	
<input type="checkbox"/>	▶ Training Script
<input type="checkbox"/>	▶ Computer and Projector Screen
<input type="checkbox"/>	▶ Worksheets and Handouts: <ul style="list-style-type: none"> • ICN Handwashing Video • How to Wash Hands worksheet • How to Wash Hands Ideal Responses • ICN Handwashing poster • When to Wash Hands worksheet • Handwashing fact sheet
<input type="checkbox"/>	▶ Pens or pencils (one per participant)
<input type="checkbox"/>	▶ Optional: Training Certificate/Evaluation/Feedback Form (one per participant)
Prepare for Lesson	
<input type="checkbox"/>	Before the training day:
<input type="checkbox"/>	▶ Review the training script and research any relevant State or local requirements. <ul style="list-style-type: none"> • The content reflects the Federal regulations and/or national best practices or standards. However, it's essential to include any additional State or local requirements when presenting this training.
<input type="checkbox"/>	▶ Make enough copies of the handouts for each participant.
<input type="checkbox"/>	▶ Test the PowerPoint on the computer and projector screen.
<input type="checkbox"/>	▶ Optional: Develop and print a session certificate/evaluation/feedback form (one per participant)
On the training day:	
<input type="checkbox"/>	▶ Place pens or pencils on tables (one per participant).
<input type="checkbox"/>	▶ Distribute materials to each participant.
On the instructor's table:	
<input type="checkbox"/>	▶ Training Script
<input type="checkbox"/>	▶ Instructor's copy of handouts and/or worksheets
<input type="checkbox"/>	▶ Optional: Session Evaluation/Feedback Forms

Training Script

Instructor's Note: Each section below has an accompanying slide(s). Review and share the content for each PowerPoint slide.

<p>Introduction</p>
<p>Welcome!</p> <p>Complete the following tasks:</p> <ul style="list-style-type: none"> ▶ Distribute handouts to the participants. ▶ Welcome the participants to the training. ▶ Introduce yourself to the participants. Allow the participants to introduce themselves by sharing their name and one thing they would like to get from this training.
<p>Proper Handwashing</p> <p>Ask posing question: Did you know that 50% of foodborne illnesses can be prevented with proper handwashing?</p>
<p>Overview</p> <p>Share core content: Proper handwashing is a major factor in preventing foodborne illness. Food poisoning due to <i>Staphylococcus aureus</i> is frequently traced back to individuals that did not wash their hands. Knowing how and when to wash your hands will prevent germs found on hands from contaminating food.</p>
<p>Objective: Identify the sequence of steps required for proper handwashing.</p>
<p>Handwashing to Prevent the Spread of Disease</p> <p>Share core content: The ICN Handwashing Video demonstrates the step-by-step process to wash hands properly. Be sure to look for the detail and time required for each step in the video.</p> <p>Video:</p> <ul style="list-style-type: none"> ▶ ICN Handwashing Video

Activity: Steps in Proper Handwashing

Time: 10 minutes

- ▶ **Purpose:** The purpose of this activity is to demonstrate how to wash hands properly.
- ▶ **Materials Needed:** ICN Handwashing Video, How to Wash Hands worksheet, ICN Handwashinposter
- ▶ **Instructions:** Watch the ICN Hand Washing Video, and view the step-by-step process that demonstrates how to wash hands properly. After watching the video, have participants list the steps for proper handwashing on the worksheet. Allow participants to share their responses.

Ask posing question: What is the step-by-step process to wash hands properly?

Feedback: Although the participants' responses may vary, refer to How to Wash Hands Ideal Responses to ensure the answers align with best practice.

Objective: Identify situations when proper hand washing is required.

Wash Hands: Before

Share core content: Hands can become contaminated before starting a task. Proper handwashing should take place before:

- ▶ Beginning to work, both at the beginning of the shift and after breaks
- ▶ Preparing food
- ▶ Preparing, handling, or feeding bottles of infant formula or breast milk to an infant
- ▶ Setting the table or sitting down to eat
- ▶ Moving from one food preparation area to another
- ▶ Departing from classroom
- ▶ Putting on or changing disposable gloves

Ask posing question: Can you think of any other times you should wash hands before beginning to work?

Feedback: There are no right or wrong answers for this question.

Slides: Wash Hands: After

Share core content: Hands also can become contaminated after finishing a task. Carefully washing hands after these tasks can prevent food contamination.

- ▶ Handling raw meat, poultry, or fish
- ▶ Touching your hair, face, or body
- ▶ Eating and drinking
- ▶ Sneezing/Coughing and covering mouth with hand
- ▶ Using a tissue, or helping a child to do so
- ▶ Coming in contact with bodily fluids
- ▶ Handling garbage
- ▶ Changing diapers or helping a child in the restroom
- ▶ Cleaning restrooms
- ▶ Using the toilet

Ask posing question: Can you think of any other times you should wash hands after certain tasks?

Feedback: There are no right or wrong answers for this question.

Activity: When to Wash Hands

Time: 10 minutes

- ▶ **Purpose:** This activity highlights situations in a child care center where hands can become contaminated and need to be washed.
- ▶ **Materials Needed:** When to Wash Hands worksheet, Handwashing fact sheet
- ▶ **Instructions:** Have participants read the list on the worksheet and determine if the task could contaminate hands. Answer “yes” for situations when you must wash your hands and “no” for situations not requiring hand washing. Have participants turn to their partner and discuss the yes and no responses on their list.

Ask posing question: What is the step-by-step process to wash hands properly?

FEEDBACK: Although the participants’ responses may vary, refer to the When to Wash Hands Ideal Responses.

Share core content: Knowing when to wash your hands is as important as washing your hands properly. Review the Handwashing fact sheet for detailed information on how and when to wash hands.

Conclusion**Lesson Conclusion**

Share core content: We have reviewed the importance of handwashing, steps in handwashing, and when to wash hands. Careful, consistent handwashing is key to preventing foodborne illness. Pay close attention to times your hands become contaminated, then follow the steps needed to keep hands clean.

Ask the posing question: Are there any questions?

Activity: Speed Action Planning

Time: 5 minutes

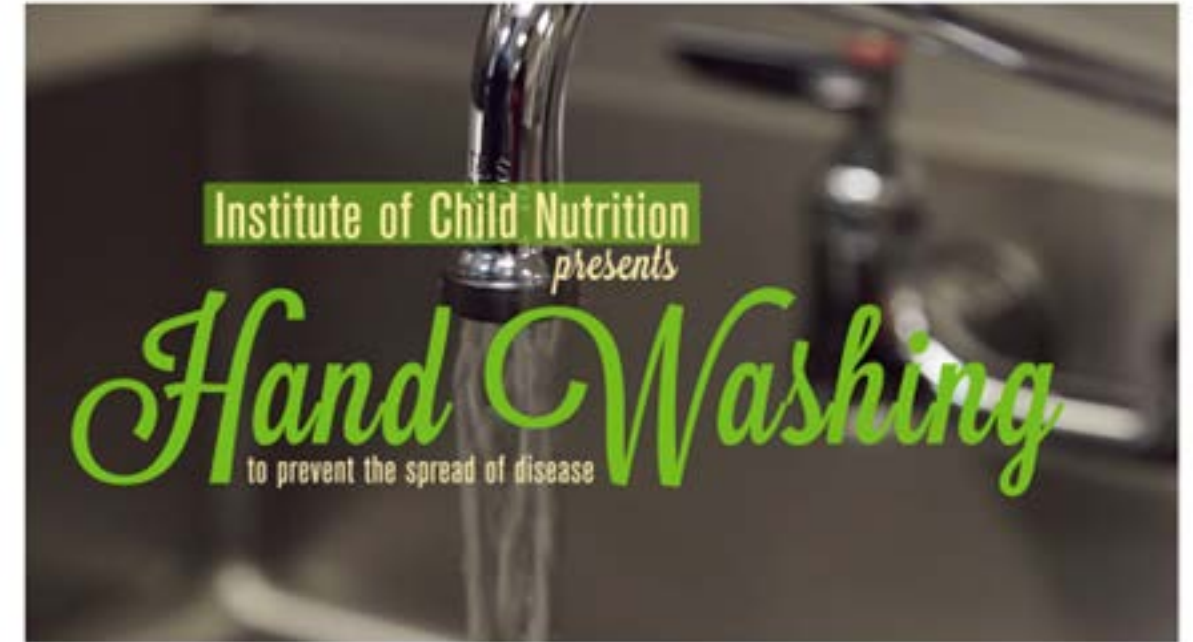
- ▶ **Purpose:** This purpose of this activity is to establish future steps for applying the information in their workplace.
- ▶ **Materials Needed:** Speed Action Planning worksheet, Planner or Cell Phone Calendar App, and Pencil/Pen
- ▶ **Instructions:** Distribute the Speed Action worksheet. Inform participants that it is important to develop a plan for using the training’s information. Ask them to take 1–2 minutes to answer the following three questions to establish an action plan.
 - What did you learn in this training?
 - How will you apply this information in your current or future role?
 - When will you apply this information?

Once participants have finished, encourage them to save this goal to a planner, calendar app, or other sources to ensure they follow through with their plan. Following this activity, dismiss participants from the training.

Thank You!

Complete the following tasks:

- ▶ Conclude the training.
- ▶ Refer participants to the Institute of Child Nutrition for additional information at helpdesk@theicn.org or 800-321-3054.
- ▶ Distribute any certificates or evaluations.



How to Wash Hands

Instructions: As you watch the video, list the steps for proper handwashing on your worksheet. The first step has been listed for you.

1.

2.

3.

4.

5.

6.

How to Wash Hands Activity Ideal Response

Instructions: As you watch the video, list the steps for proper handwashing on your worksheet. The first step has been listed for you.
1. Wet hands and forearms with running water of at least 100 °F (as measured by a calibrated thermometer) and apply soap.
2. Scrub lathered hands and forearms, under fingernails, and between fingers for at least 20 seconds. Rinse thoroughly under warm running water.
3. Dry hands and forearms thoroughly with single-use paper towels.
4. Dry hands if using a warm air hand dryer.
5. Turn off water using paper towels.
6. Use a paper towel to open the door when exiting the restroom.

When to Wash Your Hands

Instructions: Read the list below and determine when you must wash your hands. Write “yes” for situations when handwashing is required and “no” for situations not requiring handwashing.	
Yes/No	Are hands contaminated?
	After using the restroom?
	After handling raw meat and poultry?
	After changing diapers?
	Before starting to work?
	After scratching your nose?
	After chewing gum?
	After handling toilet bowl cleaner?
	Before entering a classroom?
	Before putting on or changing disposable gloves?

When to Wash Your Hands Ideal Response

Instructions: Read the list below and determine when you must wash your hands. Write "yes" for situations when handwashing is required and "no" for situations not requiring handwashing.	
Yes/No	Are hands contaminated?
YES	After using the restroom?
YES	After handling raw meat and poultry?
YES	After changing diapers?
YES	Before starting to work?
YES	After scratching your nose?
YES	After chewing gum?
YES	After handling toilet bowl cleaner?
YES	Before entering a classroom?
YES	Before putting on or changing disposable gloves?

Handwashing Fact Sheet

Introduction
Handwashing is the single most important practice in any child care operation. Child care employees can improve the safety of the food they serve by washing their hands frequently, correctly, and at the appropriate times.

Here Are the Facts
Foodborne illnesses are transmitted by food handlers that contaminate food and food contact surfaces. Individuals who handle food when they have a foodborne illness, gastrointestinal illness, infected lesion, or are around someone who is ill can pass along those illnesses. Individuals can simply touch a surface that is contaminated with a bacteria or virus and pass it along to others. Handwashing minimizes the risk of passing along bacteria or viruses that can cause foodborne illnesses.

Application
It is important to know how and when to wash hands and exposed areas of the arms.

- How?**
- Wet hands and forearms with warm running water at least 100 °F (as measured by a calibrated thermometer) and apply soap.
 - Scrub lathered hands and forearms, under fingernails, and between fingers for at least 20 seconds.
 - Rinse thoroughly under warm running water.
 - Dry hands and forearms thoroughly with single-use paper towels or dry hands using a warm air hand dryer.
 - Turn off water using paper towels.
 - Use a paper towel to open the door when exiting the restroom.

When?
Beginning to work, either at the beginning of shift or after breaks

- Before**
- Preparing food
 - Preparing, handling, or feeding bottles of infant formula or breast milk to an infant
 - Setting the table or sitting down to eat
 - Moving from one food preparation area to another
 - Departing from classroom
 - Putting on or changing disposable gloves

After

- Handling raw meat, poultry, or fish
- Eating, drinking, or smoking
- Changing a bandage or giving first aid
- Using the toilet
- Sneezing, using a tissue, or helping a child to do so
- Coughing or covering your mouth with your hand
- Handling garbage and money
- Touching, feeding, or caring for pets or other animals
- Coming into contact with bodily fluids
- Entering and departing a room/new area
- Touching hair, face, or body
- Clean up activities such as sweeping, mopping, or wiping counters
- Touching dirty dishes, equipment, or utensils
- Changing a diaper or assisting a child in using the restroom
- Any time that hands may have become contaminated

Follow U.S. Food and Drug Administration (FDA) recommendations when using hand sanitizers. These recommendations are as follows:

- Use hand sanitizers only after hands have been properly washed and dried.
- Use only hand sanitizers that comply with the FDA Food Code. Confirm with the manufacturers that the hand sanitizers used meet these requirements.
- Use hand sanitizers in the manner specified by the manufacturer.

Remember, follow State or local health department requirements.

Speed Action Planning

Instructions: Today’s training featured key information on keeping foods out of the temperature danger zone. Answer the following three questions to establish a plan for using the information.

1. What did you learn in this training?

2. How will you apply this information in your current or future roles?

3. When will you apply this information (e.g., one week, one month, six months, etc.)?



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