

*Subparts*

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***Preventing Contamination by Employees***

**3-301.11 Preventing Contamination from Hands.\***

(A) FOOD EMPLOYEES shall wash their hands as specified under § 2-301.12.

(B) *Except when washing fruits and vegetables as specified under § 3-302.15 or as specified in ¶ (D) of this section, FOOD EMPLOYEES may not contact exposed, READY-TO-EAT FOOD with their bare hands and shall use suitable UTENSILS such as deli tissue, spatulas, tongs, single-use gloves, or dispensing EQUIPMENT.*

(C) FOOD EMPLOYEES shall minimize bare hand and arm contact with exposed FOOD that is not in a READY-TO-EAT form.<sup>S</sup>

(D) *FOOD EMPLOYEES not serving a HIGHLY SUSCEPTIBLE POPULATION may contact exposed, READY-TO-EAT FOOD with their bare hands if:*

(1) *The PERMIT HOLDER obtains prior APPROVAL from the REGULATORY AUTHORITY;*

(2) *Written procedures are maintained in the FOOD ESTABLISHMENT and made available to the REGULATORY AUTHORITY upon request that include:*

(a) *For each bare hand contact procedure, a listing of the specific READY-TO-EAT FOODS that are touched by bare hands,*

(b) *Diagrams and other information showing that handwashing facilities, installed, located, equipped, and maintained as specified under §§ 5-203.11, 5-204.11, 5-205.11, 6-301.11, 6-301.12, and 6-301.14, are in an easily accessible location and in close proximity to the work station where the bare hand contact procedure is conducted;*

(3) *A written EMPLOYEE health policy that details how the FOOD ESTABLISHMENT complies with §§ 2-201.11, 2-201.12, and 2-201.13 including:*

(a) *Documentation that FOOD EMPLOYEES and CONDITIONAL EMPLOYEES acknowledge that they are informed to report information about their health and activities as they relate to gastrointestinal symptoms and diseases that are transmittable through FOOD as specified under ¶ 2-201.11(A),*

(b) *Documentation that FOOD EMPLOYEES and CONDITIONAL EMPLOYEES acknowledge their responsibilities as specified under ¶ 2-201.11(E) and (F), and*

(c) *Documentation that the PERSON IN CHARGE acknowledges the responsibilities as specified under ¶¶ 2-201.11(B), (C) and (D), and §§ 2-201.12 and 2-201.13;*

(4) *Documentation that FOOD EMPLOYEES acknowledge that they have received training in:*

(a) *The RISKS of contacting the specific READY-TO-EAT FOODS with bare hands,*

(b) *Proper handwashing as specified under § 2-301.12,*

(c) *When to wash their hands as specified under § 2-301.14,*

(d) *Where to wash their hands as specified under § 2-301.15,*

(e) *Proper fingernail maintenance as specified under § 2-302.11,*

(f) *Prohibition of jewelry as specified under § 2-303.11, and*

(g) *Good hygienic practices as specified under §§2-401.11 and 2-401.12;*

(5) *Documentation that hands are washed before FOOD preparation and as necessary to prevent cross contamination by FOOD EMPLOYEES as specified under §§ 2-301.11, 2-301.12, 2-301.14, and 2-301.15 during all hours of operation when the specific READY-TO-EAT FOODS are prepared;*

(6) *Documentation that FOOD EMPLOYEES contacting READY-TO-EAT FOOD with bare hands use two or more of the following control measures to provide additional safeguards to HAZARDS associated with bare hand contact:*

(a) *Double handwashing,*

(b) *Nail brushes,*

(c) *A hand antiseptic after handwashing as specified under § 2-301.16,*

(d) *Incentive programs such as paid sick leave that assist or encourage FOOD EMPLOYEES not to work when they are ill, or*

(e) *Other control measures APPROVED by the REGULATORY AUTHORITY; and*

(7) *Documentation that corrective action is taken when Subparagraphs (D)(1) - (6) of this section are not followed.*

### **3-301.12 Preventing Contamination When Tasting.\***

A FOOD EMPLOYEE may not use a UTENSIL more than once to taste FOOD that is to be sold or served.

### **Preventing Food and Ingredient Contamination**

### **3-302.11 Packaged and Unpackaged Food - Separation, Packaging, and Segregation.\***

(A) FOOD shall be protected from cross contamination by:

Application for Bare Hand Contact Procedure  
(As specified in Food Code ¶ 3-301.11(D))

Please type or print legibly using black or blue ink

1. **Establishment Name:** \_\_\_\_\_

2. **Establishment Address:** \_\_\_\_\_

3. **Responsible Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
Legal Representative Business

4. **List Procedure and Specific Ready-To-Eat-Foods** to be considered for use of bare hand contact with ready-to-eat foods:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Handwashing Facilities:**

(a) There is a handwashing sink located immediately adjacent to the posted bare hand contact procedure and the hand sink is maintained in accordance with provisions of the Code. (§ 5-205.11, § 6-301.11, § 6-301.12, § 6-301.14)  YES  NO (Include diagram, photo or other information)

(b) All toilet rooms have one or more handwashing sinks in, or immediately adjacent to them, and the sinks are equipped and maintained in accordance with provisions of the Code. (§ 5-205.11, § 6-301.11, § 6-301.12, § 6-301.14)  YES  NO

6. **Employee Health Policy:** The written employee health policy must be attached to this form along with documentation that food employees and conditional employees acknowledge their responsibilities. (§ 2-201.11, § 2-201.12, § 2-201.13)

7. **Employee Training:** Provide documentation that food employees have received training in:

- The risks of contacting the specific ready-to-eat foods with bare hands
- Personal health and activities as they relate to diseases that are transmissible through food.
- Proper handwashing procedures to include how, when, where to wash, & fingernail maintenance. (§ 2-301.12, § 2-301.14, § 2-301.15, § 2-302.11)
- Prohibition of jewelry. (§ 2-303.11)
- Good hygienic practices. (§ 2-401.11, § 2-401.12)

8. **Documentation of Handwashing Practices:** Provide documentation that food employees are following proper handwashing procedures prior to food preparation and other procedures as necessary to prevent cross-contamination during all hours of operation when the specific ready-to-eat foods are prepared or touched with bare hands.

9. **Documentation of Additional Control Measures:** Provide documentation to demonstrate that food employees are utilizing two or more of the following control measures when contacting ready-to-eat foods with bare hands:

- Vaccination against hepatitis A for food employees including initial booster shots or documented medical evidence that a food employee has had a previous illness from hepatitis A virus;
- Double handwashing;
- Use of nailbrushes;
- Use of hand antiseptic after handwashing;
- Incentive programs such as paid leave encouraging food employees not to work when they are ill; or
- Other control measures approved by the regulatory authority.

**Statement of Compliance:**

I certify all of the following: All food employees are individually trained in the risks of contacting ready-to-eat foods with bare hands, personal health and activities as they relate to diseases that are transmissible through food, proper handwashing procedures, prohibition of jewelry, and good hygienic practices. A record of this training is kept on site. I understand that bare hand contact with ready-to-eat food is prohibited except for those items listed in section four (4) above. A handwashing sink is located immediately adjacent to the posted bare hand contact procedure. All handwashing sinks are maintained with hot water, soap, and drying devices. I understand that documentation is needed for handwashing practices and additional control measures. I understand that records to document handwashing are kept current and kept on site.

SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

(Signature of legal representative of the facility listed above)

Regulatory Authority (RA) Use Only:

Permit Number: \_\_\_\_\_

File Review Conducted on History of Handwashing Compliance:  Yes  No

Site Visit Conducted  Yes  No Comments: \_\_\_\_\_

Approved: Effective Date: \_\_\_\_\_ RA name \_\_\_\_\_

Not Approved: Reason for Denial: \_\_\_\_\_