## Handwashing and Personal Hygiene
### Lesson 12 Overview

<table>
<thead>
<tr>
<th>Purpose</th>
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<tr>
<td>To explain the relationship between handwashing, personal hygiene, and food safety</td>
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<tr>
<th>Objectives</th>
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<tr>
<td>At the conclusion of this lesson, employees will be able to:</td>
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<tr>
<td>- Demonstrate correct handwashing procedures</td>
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<td>- State their responsibility for infection control</td>
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<table>
<thead>
<tr>
<th>Definitions</th>
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<tr>
<td><em>Foodborne Illness</em>: Any illness that is carried or transmitted to people by a food or beverage</td>
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<th>Materials</th>
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<tr>
<td>- The following props for the skit: disposable gloves, apron, cleaning rag, jewelry, tub of water, hand soap, paper towels, hair net or cap</td>
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<tr>
<td>- Flipchart and markers or blank transparencies, transparency pen, and overhead projector</td>
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<tr>
<td>- Mini Poster: When to Wash Your Hands</td>
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<tr>
<td>- Mini Poster: How to Wash Your Hands</td>
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<td>- Policies and procedures manual</td>
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<tr>
<td>- Handout 1: Icebreaker</td>
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<tr>
<td>- Handout 2: When to Wash Your Hands</td>
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<td>- Handout 3: How to Wash Your Hands</td>
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<td>- Lesson Evaluation</td>
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<tr>
<td>- Answer key for Lesson Evaluation</td>
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Lesson 12 Overview (cont.)

**Activities**

**Activity 1:** Icebreaker. The purpose of the icebreaker is to use humor to communicate the seriousness of handwashing and personal hygiene. Present a short skit called “Eating at the Corner Cafe.” Ask for volunteers to play a food handler and a customer. The food handler will serve food to the customer. The food handler in the skit demonstrates poor personal hygiene, such as sneezing on the food, wearing jewelry, using gloves improperly, or serving food after brushing hair away from the face (no hair restraint or cap). Include poor handwashing techniques, such as rinsing hands off with only water or drying hands on the apron or cleaning rag. When the skit is finished, have the employees answer the questions on Handout 1. Discuss their answers.

**Activity 2:** Demonstrate the correct procedure for handwashing. Then, have the employees wash their hands in teams. Assign one employee to monitor the 20 second rule. Discuss the results of the handwashing activity.

**Evaluation**

Use the Lesson Evaluation to assess the employees’ knowledge of the concepts presented in this lesson.

**References**


Lesson 12 Content

Activity 1: Icebreaker

Tell: You are going to see a skit called “Eating at the Corner Cafe.” The food handler in the skit has poor personal hygiene practices and poor handwashing techniques. As you watch the skit, list the poor personal hygiene practices and poor handwashing techniques you observe on Handout 1. When the skit is finished, answer the question at the bottom of Handout 1.

Discuss: The poor personal hygiene practices and poor handwashing techniques demonstrated in the skit.

Ask: Would you want to eat at the Corner Cafe?

Discuss: Employees’ answers and reasons for the answers.

Note: The materials needed for Activity 1 are a copy of Handout 1 for each employee, an apron, disposable gloves, jewelry, a tub of water, paper towels, and hand soap. The purpose of Activity 1 is to use humor to communicate the seriousness of handwashing and personal hygiene. Present a short skit called “Eating at the Corner Cafe.” Have two employees volunteer to be a food handler and a customer. The food handler will serve the customer. There is no script for this skit. Before the skit, you might need to give suggestions to the person playing the food handler as to what to do. Have the food handler demonstrate poor personal hygiene, such as sneezing on the food, using gloves improperly, wearing jewelry, or serving food after brushing hair away from the face (no hair restraint or cap). Include poor handwashing techniques, such as rinsing hands off with only water or drying hands on the apron or cleaning rag.

Note: Using a flipchart or blank overhead transparency, make a master list of the poor personal hygiene practices and poor handwashing techniques demonstrated in the skit.
Lesson 12 content (cont.)

**Introduction**

**Tell:** Frequent handwashing and good personal hygiene practices are the best ways to prevent the spread of infectious diseases.

Most foodborne illness is caused by biological contamination resulting from poor personal hygiene.

- Individuals at high risk are more likely to become sick from food contaminated with bacteria or viruses from employee hands.
- All adult day care participants are at high risk for contracting a foodborne illness.

**Ways Diseases Are Spread by Hands**

**Tell:** There are five ways diseases are transmitted by contaminated hands:

- Hand to food
- Infected hands to other hands
- Food to hands to ready-to-eat food
- Nose, mouth, or eyes to hands
- Food to hands to person

**Ask:** What is an example of how a disease can be transmitted from hand to food?

**Note:** If necessary, write employees’ responses on a flipchart or blank transparency. A possible example is “not washing hands after using the restroom and then handling ready-to-eat food.”

**Ask:** What is an example of how a disease can be transmitted from infected hands to other hands?

**Note:** If necessary, write employees’ responses on a flipchart or blank transparency. A possible example is “An employee does not wash the hands after using the restroom and then touches the hands of an adult day care participant who is in the dining room waiting to eat a meal. The participant does not have the opportunity to wash his/her hands again. The meal is served. The participant puts a hand in his/her mouth or eats with the hands.”
Lesson 12 Content (cont.)

Ways Diseases Are Spread by Hands (cont.)

Ask: What is an example of how a disease can be transmitted from food to hands to ready-to-eat food?

Note: If necessary, write employees' responses on a flipchart or blank transparency. A possible example is “A n employee cuts up raw chicken, wipes her hands on towel, then makes a sandwich.”

Ask: What is an example of how a disease can be transmitted from nose, mouth, or eyes to hands?

Note: If necessary, write employees' responses on a flipchart or blank transparency. A possible example is “A food handler coughs on his/her hands, and then handles ready-to-eat food.”

Ask: What is an example of how a disease can be transmitted from food to hands to person?

Note: If necessary, write employees' responses on a flipchart or blank transparency. A possible example is “A food handler handles raw food and wipes his/her hands on a towel rather than washing the hands. The food handler touches the hand of an adult day care participant right before eating. The adult day care participant uses the hands to eat or puts fingers in the mouth.”

Relationship Between Handwashing and Personal Hygiene

Note: If necessary, write the following points on a flipchart or blank transparency.

Tell: Handwashing is one part of personal hygiene. In order to serve safe food, employees must do the following:

- Shower or bathe daily
- Wear a clean uniform and apron when dealing with food
- Wear a hair restraint
- Remove all jewelry
- Report illnesses or injuries to the supervisor
- Wash hands frequently
Lesson 12 content (cont.)

Center Policies Related to Personal Hygiene

Tell: All employees must follow the adult day care center’s policies related to personal hygiene.

Note: Using the center’s policies and procedures manual, review the center’s policies on personal hygiene.

Handwashing

Note: When going over the following points, refer the employees to Handout 2 and also to the mini poster “When to Wash Your Hands.”

Tell: Employees should wash hands before and after:
- Using disposable gloves
- Food preparation and service
- Feeding a participant
- Eating meals or snacks
- Handling medication

Tell: Employees should wash hands after:
- Arriving at work and taking breaks
- Handling raw meats, poultry, or fish
- Touching dirty dishes, equipment, or utensils
- Handling unclean objects (garbage, money, phone, etc.)
- Using cleaning chemicals
- Coming in contact with body fluids
- Changing a participant’s clothing
- Helping a participant in the restroom
- Using the restroom
- Eating, drinking, chewing gum, or using tobacco
- Touching or scratching hair, face, or body
- Coughing, sneezing, or using a handkerchief or tissue
Lesson 12 Content (cont.)

Handwashing (cont.)

Tell: Of course, employees should wash their hands whenever their hands are visibly dirty!

Emphasize: Adult day care center staff should facilitate frequent handwashing by participants.

<table>
<thead>
<tr>
<th>How to Wash Hands</th>
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<tr>
<td><strong>Note:</strong> When going over the following points, refer the employees to Handout 3 and also to the mini poster “How to Wash Your Hands.”</td>
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Tell: Employees must be sure to wash their hands correctly.

**Proper Handwashing Method**

- Wash hands with liquid soap under warm running water for at least 20 seconds.
- Wash hands thoroughly, paying special attention to germs that may be trapped under nails and in crevices.
- Rinse well to remove all traces of soap.
- Dry hands with paper towels.
- Use a paper towel to turn off the faucet after washing hands.
- Allow hands to dry thoroughly after cleansing (before contact with anything).

<table>
<thead>
<tr>
<th>Areas Most Frequently Missed During Handwashing</th>
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<tr>
<td><strong>Note:</strong> When going over the following points, refer the employees to Handout 3.</td>
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Ask: Look at your hands. What are the areas most frequently missed during handwashing?

Tell: The areas most frequently missed during handwashing include:

- The fingertips
- Under the fingernails
- The crease between the fingers
- The crease between the thumb and the index finger
Lesson 12 content (cont.)

Center Policies Related to Handwashing

**Tell:** All employees must follow the adult day care center’s policies related to handwashing.

**Note:** Using the center’s policies and procedures manual, review the center’s policies on handwashing.

Activity 2

**Note:** The material needed for Activity 2 is a copy of Handout 3 for each employee. Demonstrate the correct procedure for handwashing. Have the employees follow along on Handout 3 as you demonstrate the procedure. Then, have the employees wash their hands in teams. Assign one employee to monitor the 20 second rule by singing two choruses of “Happy Birthday” or by using a watch with a second hand to measure 20 seconds.

**Ask:** Did 20 seconds seem like a long time?

**Discuss:** Employees’ responses.

**Ask:** Did you think about the areas that are most often missed in handwashing?

**Discuss:** Employees’ responses.

**Remind:** Employees to wash the areas most often missed.

**Ask:** What good handwashing habits did you observe?

**Discuss:** Employees’ responses.

**Ask:** How could handwashing be improved?

**Discuss:** Employees’ responses.
Lesson 12 Content (cont.)

Lesson Evaluation

**Note:** Make sure each employee has a copy of the Lesson Evaluation. Then, replay the skit “Eating at the Corner Cafe.” However, this time have the food handler demonstrate good personal hygiene and proper handwashing techniques.

**Tell:** You are going to watch the revised skit “Eating at the Corner Cafe.” The food handler in the skit has good personal hygiene practices and good handwashing techniques. As you watch the skit, list the good personal hygiene practices and good handwashing techniques you observe on the Lesson Evaluation. When the skit is finished, answer the question at the bottom of the Lesson Evaluation.

**Discuss:** The good personal hygiene practices and good handwashing techniques demonstrated in the skit.

**Note:** Using a flipchart or blank overhead transparency, make a master list of the good personal hygiene practices and good handwashing techniques demonstrated in the skit. Compare this list to the one made after the first skit.

**Ask:** Would you want to eat at the Corner Cafe now?

**Discuss:** Employees’ answers and reasons for the answers.
Handout 1
Icebreaker

Directions: Watch the skit “Eating at the Corner Cafe.” In the space below, write down all of the examples of poor personal hygiene practices and poor handwashing techniques you observe.

Examples of Poor Personal Hygiene or Poor Handwashing Techniques

1.
2.
3.
4.
5.

Would you want to eat at the Corner Cafe? _____ Yes _____ No

Give a reason for your answer.
Handwashing and Personal Hygiene

Handout 2
When to Wash Your Hands

Wash Hands Before and After:

- Using disposable gloves
- Food preparation and service
- Feeding a participant
- Eating meals or snacks
- Handling medication

Wash Hands After:

- Arriving at work and taking breaks
- Handling raw meats, poultry, or fish
- Touching dirty dishes, equipment, or utensils
- Handling unclean objects (garbage, money, phone, etc.)
- Using cleaning chemicals
- Coming in contact with body fluids
- Changing a participant’s clothing
- Helping a participant in the restroom
- Using the restroom
- Eating, drinking, chewing gum, or using tobacco
- Touching or scratching hair, face, or body
- Coughing, sneezing, or using a handkerchief or tissue

Note: Staff should facilitate frequent handwashing by participants.
Handout 3
How to Wash Your Hands

Proper Handwashing Method

- Wash hands with liquid soap under warm running water for at least 20 seconds.
- Wash hands thoroughly, paying special attention to germs that may be trapped under nails and in crevices.
- Rinse well to remove all traces of soap.
- Dry hands with paper towels.
- Use a paper towel to turn off the faucet after washing hands.
- Allow hands to dry thoroughly after cleansing (before contact with anything).

Areas Most Frequently Missed During Handwashing

The areas most frequently missed during handwashing include:

- The fingertips
- Under the fingernails
- The crease between the fingers
- The crease between the thumb and index finger
Lesson Evaluation

**Directions:** Watch the revised skit “Eating at the Corner Cafe.” In the space below, write down all of the examples of good personal hygiene practices and good handwashing techniques you observe.

**Examples of Good Personal Hygiene or Good Handwashing Techniques**

1. 

2. 

3. 

4. 

5. 

Would you want to eat at the Corner Cafe? _____ Yes _____ No

Give a reason for your answer.
Lesson Evaluation: Answer Key

Directions: Watch the revised skit “Eating at the Corner Cafe.” In the space below, write down all of the examples of good personal hygiene practices and good handwashing techniques you observe.

Examples of Good Personal Hygiene or Good Handwashing Techniques

1. Wearing hair restraint
2. Wearing gloves
3. Using gloves properly
4. Washing hands properly for 20 seconds
5. Wearing no jewelry

Would you want to eat at the Corner Cafe? _____ Yes _____ No (Answers will vary.)

Give a reason for your answer. (Answers will vary.)