



Food & Workplace Safety

Hand Washing And General Hygiene & Sanitation Checklist

2025-2026 October Edition

In This Issue

As part of the District's continuing commitment to food and workplace safety, an in-depth training on various safety topics will be discussed and reviewed monthly. Please review the monthly newsletter as to why and how to keep our students, faculty and staff safe.

Training requirements

Food Services Manager or Sr. Food Service Worker duties:

- Allocate 15-30 minutes each month to conduct training
- Conduct a separate 5-minute breakout session on the **Safety Review** topic once or twice a month
- Trainings must be completed each month
- File all training materials in the Miscellaneous Folder
- Store training materials with end of year files at the end of the school year
- Complete the survey on the Food Services website to indicate that training is complete

All employees must:

- Sign the 2-part sign-in sheet. One for the Monthly Safety & Sanitation training and for the other column for Spotlight on Safety breakout session



SAFETY REVIEW: Sanitation Checklist

- Monthly Cafeteria Sanitation Checklist
- Food Official Inspection Report



Practice Good Personal Hygiene As Part Of Your Work Routine

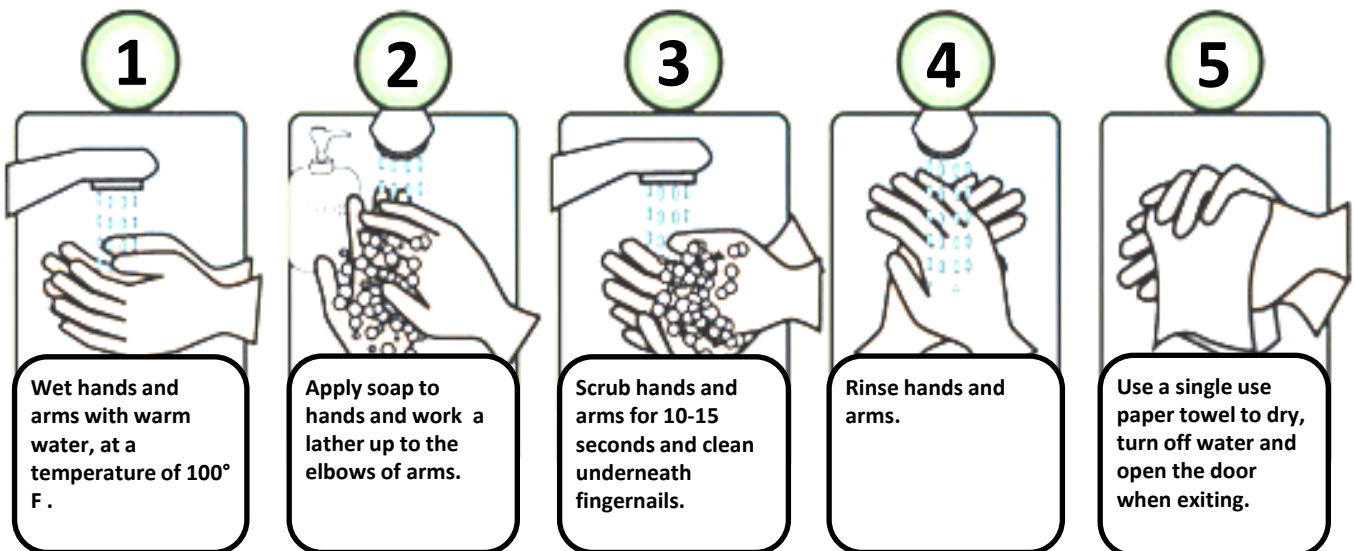
- Avoid personal behaviors that can contaminate food such as picking nose, playing with hair, not bandage wounds, sneezing and coughing over food
- Wash and care for hands after visiting the restroom, before returning from break(s), in between different tasks, and before and after shifts
- Wear clean and not loose-fitting clothes
 - Dirty clothing may carry pathogens that can cause foodborne illnesses
- Prevent staff from working while ill with or around food, or from working in the food preparation area

Practicing these rules will help prevent food contaminations and food borne illnesses.

How Can Handwashing Prevent Contaminating Food And Foodborne Illnesses During Preparation?

The most effective preventive measure of foodborne illnesses is through **handwashing**. Every time a worker washes their hands, the worker reduces the number of people who potentially could become sick every year. Another reason to wash hands frequently is to prevent cross-contamination (the spread of germs from one place to another), which occurs most often with hand-to-hand or hand-to-surface contact.

Improper hand washing by employees could contribute to spreading foodborne illness and cross-contamination when handling foods. It could also cause foodborne illness by transferring pathogens and microorganisms that cause disease to food by not washing hands.



Wash Your Hands After:

- Breaks and before beginning work
- Using the restroom
- Scratching or touching skin or body hair
- Sneezing or coughing into hands and after using a tissue
- Handling trash or debris
- Touching clothing, apron or shoes
- Handling money
- Touching unclean work surfaces or equipment
- Changing gloves in-between task changes



Good Personal Hygiene Includes:

- Showering or bathing everyday
- Be sure to keep hair clean
- Cover sores or cuts on our arms and hands
- Wearing clean uniforms and protective head coverings
- Keep fingernails clean and trimmed
- Washing hands thoroughly after any activity
- Avoid unsanitary habits and behaviors
- Maintaining good health



Smartphones can carry more than 30,000 bacteria

Only 5 % of people wash their hands

80% of diseases are transmitted by touch

1 in 5 people don't wash their hands after using the restroom

Average person's hands carry at least 3000 different bacteria

26,000 live bacteria can be found on an average dollar bill

Damp hands spreads 1000 time more bacteria than dry hands

Computer keyboards contain more bacteria than a toilet seat

Myths And Facts Of Handwashing

MYTH: *It doesn't matter how long I wash my hands if I use soap.*

FACT: Studies show that you should scrub your hands for a minimum of 10-15 seconds in order to effectively remove germs.

MYTH: *Hand sanitizers can replace washing your hands with soap and water.*

FACT: Washing hands with soap and water is the best and most effective way to reduce the number of microbes and germs on hands. Alcohol-based hand sanitizer reduce the number of microbes on hands, but not as effective in removing any inactivating gastrointestinal illness-causing germs such as Cryptosporidium, norovirus and Clostridium difficile.

MYTH: *You don't have to dry your hands after washing them.*

FACT: Studies show that germs can be more easily transferred to and from wet hands, which is why drying hands is essential to preventing bacteria after handwashing.



SAFETY REVIEW

Sanitation Checklist

Monthly Cafeteria Sanitation Checklist

The Monthly Cafeteria Sanitation Checklist is a tool managers use to monitor the condition of the cafeteria.

The checklist consist of 43 items, including refrigeration temperatures and hot food items served that day. Please review the attached form with your workers and familiarize them with all the items.

- A cafeteria worker or manager must conduct the sanitation faculty inspection
- Rotate the assignment among staff
- The cafeteria manager should review, verify, and sign the document
- All checklists must be completed in their entirety; do not skip any items
- Do an end-of-day walkthrough
- A copy must be kept in the cafeteria safety box

You are the health inspector of your cafeteria.

Take *PRIDE* and *OWNERSHIP* of that responsibility.

The checklist can be obtained on the Food Services web site.

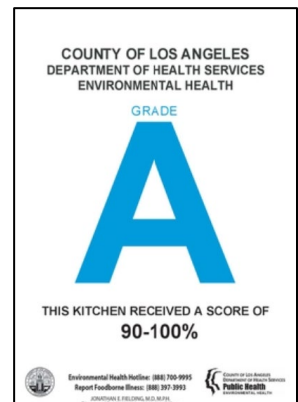
Training & Resources — HACCP



Retail Food Official Inspection Report

In addition to the Monthly Cafeteria Sanitation Checklist, the County of Los Angeles Department of Health Services, Environmental Health also conducts unannounced “Retail Food Official Inspection Reports” and issue health permits.

By conducting the Monthly Cafeteria Sanitation Checklist regularly, the cafeteria will be ready and prepared for the LA county inspections.





Focus of the Month for October

This month, our primary goal is to uphold food safety standards using **HACCP** principles to prevent **Foodborne Illnesses**. We've identified the most common errors for review, aligning them with the seven checkpoints for food safety and emphasizing their priority.

Foodborne Illness Protocol

- **Contact Area Food Services Supervisor:** Please call or text them immediately.
- **AFSS contact Regional and Nutrition Specialist for your area:** Please call or text them immediately.
- **Food Services Manager (FSM) - Preserve Potentially Contaminated Food:** Set aside any leftovers of the potentially contaminated food. Label these as "DO NOT USE," along with the date, and store them in the refrigerator to preserve them for microbial testing.
- **FSM-Document Product Information:** Take a photo of the label or printed information on the case the product came in (LOT #).
- **FSM-Provide Temperature Logs:** Have the equipment and food temperature logs associated with storage and cooking of the food item suspected of causing the illness readily available for review.

HACCP

- **Hazard Identification:** Identify critical food safety hazards present in the cafeteria
- **Critical Control Points:** Ensure proper cooking temperatures are reached for all foods served.
- **Monitoring Procedures - Regular Temperature Checks:** Monitor cooking and storage.
- **Corrective Action - Immediate Response to Deviations:** Take action if critical control points are not met, such as adjusting cooking temperatures or discarding contaminated food.
- **Documentation:** Maintain basic records of temperature logs and corrective actions taken.



CAFÉ LA LAUSD	
Quality Control (and Other) Incident Report	
Please provide the following information to your Nutrition Specialist (NS):	
Name of School Site: _____	Location Code: _____
Region (Check One) <input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West	Check One <input type="checkbox"/> Prep <input type="checkbox"/> HAC
FSM Name: _____	FSM Manager Phone: _____ AFSS Name: _____
Date of Incident: _____	Date of Report (if different from Incident Date): _____
Incident Type (Check One) <input type="checkbox"/> Suspected Food Item <input type="checkbox"/> Served - Food Quality <input type="checkbox"/> Received - Food Quality	
<input type="checkbox"/> Paper Goods/Supplies <input type="checkbox"/> Foreign Object in Food <input type="checkbox"/> Delivery <input type="checkbox"/> Allergic Reaction	
<input type="checkbox"/> Other: _____	