



Subject :	<b>GLOVE USAGE</b>		
Dept :	Operations	Revision(s):	Published
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## Purpose

The purpose of this SOP is to describe the proper way to wear, change, and dispose of gloves while working in a restaurant. Remember that wearing gloves does not fully protect yourself and others from the spread of COVID-19. Follow the precautions below in order to wear gloves responsibly and safely.

## Policy

1. Disposable gloves must be worn when:
  - a. Working with ready-to-eat (RTE) foods
  - b. Receiving deliveries
  - c. Working with raw animal products
  - d. Handling food contact surfaces, tools, and smallwares (utensils, containers, serving ware, glassware, etc.)
2. Gloves must be changed:
  - a. When switching to another kitchen task (butchering raw meats, cleaning fish, handling RTE foods, etc.)
  - b. After handling payment
  - c. After clearing dining tables and touching guest tabletop items
  - d. If the integrity of the glove is compromised (ripped, punctured, etc.), after which hands should be washed immediately.
3. Employees must wash their hands in between taking off and putting on new gloves.
4. Each employee should have his/her own box of gloves at their workstation to avoid sharing boxes and to reduce traveling throughout the restaurant to acquire supplies.
5. All backup glove storage should be consolidated in one location on-premises.
6. There must be a sufficient supply of various glove sizes to accommodate all employees.

## Equipment/Tools Needed:

Consider new equipment/changes to the physical space that may need to be procured, such as:

- Handwashing Sink
- Hand Soap
- C-Folds/Single-Use Paper Towels



- Garbage Can
- Paper towel and glove box holders
- Wall-mounted soap and sanitizer dispensers

**Procedure:**

1. Grab the outside lip of the glove near the wrist area.
2. Holding your arms pointed downwards, peel the glove away from the wrist to turn it inside-out.
3. Pull the glove away until it is removed from the hand and hold the inverted glove with your gloved hand.
4. With your ungloved hand, slide your finger(s) under the wrist of the remaining glove and pull the glove down to remove it from your hand. Be careful not to touch the outer surface of the glove.
5. Dispose of the used gloves in a garbage bin and wash your hands.

**Supporting Materials (Logs, Signage, Training & Locations, etc)**



- VIDEO: [How to change gloves](#)
- SOURCE

**Accountability (how the SOP will be enforced/managed)**

- In-person training is required to ensure that all employees use proper techniques to put on, wear, and take off gloves.
- Enforced by the Manager on Duty and Safety Manager. The Disciplinary action report to be filed if the protocol is not followed

**Sources:**

- [OSHA.gov](#)
- [NHS](#)
- [CDC](#)