



# Soap Log

Baseline Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Restaurant Name: \_\_\_\_\_ Brand of Soap: \_\_\_\_\_

Sink Location: \_\_\_\_\_ Type of soap: Foam  Liquid

Day	Date	Time	Start Weight	(If Soap Refilled- End Weight Empty Container)	(If Soap Refilled- Start Weight of Full Container)	End Weight	Staff Initials
1	/ /		oz.	oz.	oz.	oz.	
2	/ /		oz.	oz.	oz.	oz.	
3	/ /		oz.	oz.	oz.	oz.	
4	/ /		oz.	oz.	oz.	oz.	
5	/ /		oz.	oz.	oz.	oz.	
6	/ /		oz.	oz.	oz.	oz.	
7	/ /		oz.	oz.	oz.	oz.	
8	/ /		oz.	oz.	oz.	oz.	
9	/ /		oz.	oz.	oz.	oz.	
10	/ /		oz.	oz.	oz.	oz.	
11	/ /		oz.	oz.	oz.	oz.	
12	/ /		oz.	oz.	oz.	oz.	
13	/ /		oz.	oz.	oz.	oz.	
14	/ /		oz.	oz.	oz.	oz.	

Send completed soap log (photo or scan) via email: [Take20@lincoln.ne.gov](mailto:Take20@lincoln.ne.gov) or fax: 402-441-6206.

### Instructions:

In the two weeks prior to implementing the “Take 20!” materials, you will weigh the soap daily to help us determine a baseline amount of soap normally used. We will then compare this to the amount of soap used after implementing the “Take 20!” materials to see if there has been any increase in soap usage.

Soap weight should be recorded on a daily basis. This can be done different ways depending on your kitchen setup and staffing.

(See back side for instructions on how to weigh the soap and complete the soap log.)



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## How to Weigh the Soap:

1. Turn on the scale and set the mode to “oz.” setting.
2. Press the “Tare” button to set weight to “0”.
3. Remove the soap container from the dispenser and place on the scale.
4. Record the date, time and weight in the appropriate boxes.

### Example 1: Daily Weight

For example, you weigh the soap at 10 a.m. every day. On Day 1 the soap weighs 12.5 oz., and on Day 2, the soap weighs 9.75 oz. In this case, the weight you take at 10 a.m. on Day 2 is the end weight for Day 1 and the start weight for Day 2.

Day	Date	Time	Start Weight	(If Soap Refilled- End Weight Empty Container)	(If Soap Refilled- Start Weight of Full Container)	End Weight	Staff Initials
1	1/1/17	10 a.m.	12.50 oz.	oz.	oz.	9.75 oz.	BD
2	1/2/17	10 a.m.	9.75 oz.	oz.	oz.	oz.	BD

In this example, the total amount of soap used in the 24 hour period was 2.75 oz. ( $12.5 - 9.75 = 2.75$ ), and there was still sufficient soap in the container for the next day, so the only amounts that need to be filled in are the “Start Weight” and the “End Weight” for the 24 hour period. The “If Soap Refilled—End Weight” and “If Soap Refilled—Start Weight” columns would be left blank.

### Example 2: Soap Refilled During Shift

There are times when the soap container will run empty during a shift and the dispenser needs to be refilled or replaced, depending on your soap dispenser design. When this is the case, you will need to take a weight of the empty container and record in the “If Soap Refilled—End Weight” column, and then take the new weight of the refilled or replaced container and record this amount in the “If Soap Refilled—start weight” column. At the end of the 24 hour period, you will take the end weight of the container that was refilled/replaced to know how much was used after the refill.

Day	Date	Time	Start Weight	(If Soap Refilled- End Weight Empty Container)	(If Soap Refilled- Start Weight of Full Container)	End Weight	Staff Initials
1	1/1/17	10 a.m.	12.50 oz.	5.5 oz.	15.75 oz.	12.25 oz.	BD
2	1/2/17	10 a.m.	12.25 oz.	oz.	oz.	oz.	BD

In this case, 7 oz. was used in the first container, and then 3.5 oz. was used in the second container, so a total of 10.5 oz. was used. It is important to get the end weight of the first container before being refilled or replaced as it will not just be zero (the empty container has a weight that needs to be recorded to determine how much was used).

This can be confusing for staff, so please be sure that anyone taking soap weights understands the process of weighing and recording on the data log.



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# Soap Log

Week 1: \_\_\_/\_\_\_/\_\_\_

Restaurant Name: \_\_\_\_\_

Brand of Soap: \_\_\_\_\_

Sink Location: \_\_\_\_\_

Type of soap: Foam  Liquid

Day	Date	Time	Start Weight	(If Soap Refilled- End Weight Empty Container)	(If Soap Refilled- Start Weight of Full Container)	End Weight	Staff Initials
1	/ /		oz.	oz.	oz.	oz.	
2	/ /		oz.	oz.	oz.	oz.	
3	/ /		oz.	oz.	oz.	oz.	
4	/ /		oz.	oz.	oz.	oz.	
5	/ /		oz.	oz.	oz.	oz.	
6	/ /		oz.	oz.	oz.	oz.	
7	/ /		oz.	oz.	oz.	oz.	

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Initial each of the following items when completed:

- Posters Displayed
- Training Tips Discussed
- Glo Germ Activity
- Pledge Poster Signed
- Baseline Soap Log Submitted



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## Week 1: “Poop” Poster

Just going into a bathroom you can come into contact with germs from your body, the toilet handle, doors, faucets and more! It is essential to **“Take 20!”** seconds to wash your hands after you use the bathroom.

- Invisible amounts of fecal material can easily contaminate hands in the restroom setting.
- Washing hands after using the bathroom can help you reduce foodborne illnesses such as Salmonella, E. coli and Norovirus.
- Even if you are not sick, your customers or coworkers could be. For example, if someone was recently sick with Norovirus they could unintentionally leave the virus on bathroom surfaces like flush/faucet handles or door pulls, and you could then contract those germs while in the restroom. Washing your hands for at least 20 seconds can significantly reduce the risk of becoming ill from contact with a virus you didn’t even know you encountered.
- Use a paper towel to grab the door handle to reduce recontamination of your hands after washing and **“Take 20!” seconds to wash your hands again when you enter the kitchen.**

Reminding your coworkers to wash their hands after using the restroom by using the phrase **“Take 20!”** can help everyone stay safe and healthy from some of the diseases described during this training session.

**Glo Germ Activity:** Have all your staff (including servers, cashiers, etc.) dust their hands with Glo Germ and rub hands together thoroughly. Use black light on hands to show the simulated germs. Then have employees wash their hands. Following the handwash procedure, use the black light again to see how thoroughly the employee washed their hands. You can experiment with staff by having some of your staff wash for different lengths of time. You should observe that shorter wash times will result in more Glo Germ remnants being observed upon re-inspection of hands with the black light, demonstrating the importance of scrubbing thoroughly for at least 20 seconds to really remove the maximum amount of “germs”. Please check off on the log portion on the previous page when the Glo Germ training activity is complete.

**The Point:** It is essential that all your staff use Glo Germ this week to experience the visual demonstration of how germs can hide on hands, and how vital it is to wash hands thoroughly. It is easy for germs to hide between fingers, under nails, at the base of the cuticle, around wedding rings, etc., especially if hands are not scrubbed with the proper technique and for the proper amount of time. Glo Germ powder is not germs, only simulates them, and we want every staff member regardless of position to use the Glo Germ to demonstrate proficiency in handwashing.



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# Soap Log

Week 2: \_\_\_/\_\_\_/\_\_\_

Restaurant Name: \_\_\_\_\_

Brand of Soap: \_\_\_\_\_

Sink Location: \_\_\_\_\_

Type of soap: Foam  Liquid

Day	Date	Time	Start Weight	(If Soap Refilled- End Weight Empty Container)	(If Soap Refilled- Start Weight of Full Container)	End Weight	Staff Initials
1	/ /		oz.	oz.	oz.	oz.	
2	/ /		oz.	oz.	oz.	oz.	
3	/ /		oz.	oz.	oz.	oz.	
4	/ /		oz.	oz.	oz.	oz.	
5	/ /		oz.	oz.	oz.	oz.	
6	/ /		oz.	oz.	oz.	oz.	
7	/ /		oz.	oz.	oz.	oz.	

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Initial each of the following items when completed:

- Posters Changed
- Training Tips Discussed
- Glo Germ Activity
- Week 1 Soap Log Submitted



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## Week 2: “Raw Meat and Eggs Cross-Contamination Poster”

**Taking 20** seconds to wash your hands is essential when working with raw meat or eggs. Remind your coworkers and managers to “**Take 20!**” after working with raw meat.

- Do not contaminate cutting boards, knives and work spaces when working with raw meats!  
*Use separate cutting boards, knives, etc. for raw meat, poultry, or seafood than for other foods.*
- Wash-Rinse-Sanitize all utensils and food preparation surfaces after prepping raw meats, eggs, poultry and seafood (or when switching to prep a different meat type) and then “**Take 20!**” seconds to wash your hands.
- Using gloves **DOES NOT** replace the need to wash hands! Whenever you change the type of task (e.g. switching from working with raw meats to ready-to-eat foods) it is essential not just to change gloves, but to “**Take 20!**” seconds to wash hands. Gloves and utensils get contaminated and can easily be transferred to hands in the glove changing process—so just “**Take 20!**”

Shout to your team that you are going to “**Take 20!**” seconds to wash your hands after you work with raw meat and eggs. Doing this will help to remind you and your coworkers that just taking those 20 seconds to wash can reduce the risk of making your customers sick.

**Glo Germ Scenario:** Sprinkle Glo Germ on disposable gloves to simulate contaminant from working with raw meat. Have employees change gloves and see how much Glo Germ ends up around wrists or on hands. Please check off on the log portion on the previous page when the Glo Germ training activity is complete.

**The Point:** We want to demonstrate that gloves are no substitute for handwashing. It is very easy and likely that some germs will cross-contaminate. Gloves are a great barrier but do not remove the need to wash hands.



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# Soap Log

Week 3: \_\_\_/\_\_\_/\_\_\_

Restaurant Name: \_\_\_\_\_ Brand of Soap: \_\_\_\_\_

Sink Location: \_\_\_\_\_ Type of soap: Foam  Liquid

Day	Date	Time	Start Weight	(If Soap Refilled- End Weight Empty Container)	(If Soap Refilled- Start Weight of Full Container)	End Weight	Staff Initials
1	/ /		oz.	oz.	oz.	oz.	
2	/ /		oz.	oz.	oz.	oz.	
3	/ /		oz.	oz.	oz.	oz.	
4	/ /		oz.	oz.	oz.	oz.	
5	/ /		oz.	oz.	oz.	oz.	
6	/ /		oz.	oz.	oz.	oz.	
7	/ /		oz.	oz.	oz.	oz.	

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Initial each of the following items when completed:

- Posters Changed
- Training Tips Discussed
- Glo Germ Activity
- Week 2 Soap Log Submitted



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## Week 3: “Cleaning Poster”

**Taking 20** seconds to wash your hands is essential after using cleaning products, touching dirty plates customers have used, or other activities that could potentially contaminate hands. If you see your coworkers in a hurry and not washing their hands after cleaning, remind them to “**Take 20!**” seconds to wash their hands. Here’s why:

- Using a chemical can leave a residue on hands that can be transferred to food or a clean food prep surface.
- Cleaning up dirty dishes from customers can bring bacteria or viruses into the kitchen area, and need to be handled carefully. If hands are not washed after handling such items, it can lead to further contamination of foods, utensils or food prep surfaces.
- Hands can become contaminated with potentially dangerous germs through:
  - bussing dishes or handling dirty dishes at the dishwashing station
  - working with chemicals and cleaning products
  - taking out the trash
  - working the cash registers
  - activities outside the kitchen prep area
  - smoking
  - wiping hands on your apron or clothing
- “**Take 20!**” seconds to wash your hands with warm water and soap before and after engaging in the above activities.

Shout to your team that you are going to “**Take 20!**” seconds to wash your hands after you are done cleaning the countertop or moving dirty dishes! This will help to keep you and your coworkers healthy and safe and will reduce the risk of cross contamination of chemicals to food.

**Glo Germ Activity:** Dust the handle of a broom, a trash can, dirty dish, or cleaning chemical container and then have staff pick up the item. Use the black light to illuminate simulated contaminants that were transferred onto the hands. Please check off on the Log portion on the previous page when the Glo Germ training activity is complete.

**The Point:** Contaminants are present on dirty dishes, mop handles, trash cans, etc. and can soil hands. Chemicals can also be transmitted to hands when being used in the cleaning process. Sometimes employees don’t realize cleaning activities can contaminate hands, and that these contaminants need to be removed via handwashing.



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# Soap Log

Week 4: \_\_\_/\_\_\_/\_\_\_

Restaurant Name: \_\_\_\_\_ Brand of Soap: \_\_\_\_\_

Sink Location: \_\_\_\_\_ Type of soap: Foam  Liquid

Day	Date	Time	Start Weight	(If Soap Refilled- End Weight Empty Container)	(If Soap Refilled- Start Weight of Full Container)	End Weight	Staff Initials
1	/ /		oz.	oz.	oz.	oz.	
2	/ /		oz.	oz.	oz.	oz.	
3	/ /		oz.	oz.	oz.	oz.	
4	/ /		oz.	oz.	oz.	oz.	
5	/ /		oz.	oz.	oz.	oz.	
6	/ /		oz.	oz.	oz.	oz.	
7	/ /		oz.	oz.	oz.	oz.	

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Initial each of the following items when completed:

- Posters Changed
- Training Tips Discussed
- Glo Germ Activity
- Week 3 Soap Log Submitted



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## Week 4: “Faces Poster”

Touching a pimple, rubbing or wiping your nose, touching an open cut or wound (e.g. cutting yourself with a knife or broken glass), or wiping hands on your apron, are key times to wash hands. “**Take 20!**” seconds to wash your hands to reduce the transmission of bacteria, such as:

- Staph bacteria can cause foodborne illness due to direct infection or due to the production of toxins by the bacteria.
  - More than 50% of healthy people have Staph living in or on their nasal passages, throats, hair, or skin.
  - About 30% of people carry Staph in their noses.
  - Staph is often present in a cut, wound, sore or infection, and it is essential to wash hands after contact.
- Bacteria under fingernails:
  - Fingernails should be kept short, and the undersides should be cleaned frequently with soap and water. Longer fingernails can harbor more dirt and bacteria than short nails, thus potentially contributing to the spread of infection.

Being conscious about what your hands touch is not easy, especially in a busy restaurant setting. Help your coworkers be conscious of their actions by holding each other accountable to “**Take 20!**” Keep your coworkers and your customers safe by washing your hands for 20 seconds and drying with a paper towel to remove lingering germs.

**Optional Glo Germ Activity:** This would be similar to the handwashing training, if Glo Germ is dusted on an employee’s arm, face, nose, etc. and then use the black light to demonstrate transmission. Please check off on the log portion on the previous page when the Glo Germ training activity is complete.

**The Point:** Everyone has to sneeze, cough, scratch or touch other parts of their body at some time throughout their day. Cuts, wounds, noses, mouths, zits, etc. on your body are where germs like Staph aureus can be present and then be transmitted to food if hands are not washed after touching these areas.



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# Soap Log

Week 5: \_\_\_/\_\_\_/\_\_\_

Restaurant Name: \_\_\_\_\_

Brand of Soap: \_\_\_\_\_

Sink Location: \_\_\_\_\_

Type of soap: Foam  Liquid

Day	Date	Time	Start Weight	(If Soap Refilled- End Weight Empty Container)	(If Soap Refilled- Start Weight of Full Container)	End Weight	Staff Initials
1	/ /		oz.	oz.	oz.	oz.	
2	/ /		oz.	oz.	oz.	oz.	
3	/ /		oz.	oz.	oz.	oz.	
4	/ /		oz.	oz.	oz.	oz.	
5	/ /		oz.	oz.	oz.	oz.	
6	/ /		oz.	oz.	oz.	oz.	
7	/ /		oz.	oz.	oz.	oz.	

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Initial each of the following items when completed:

- Posters Changed
- Training Tips Discussed
- Glo Germ Activity
- Week 4 Soap Log Submitted



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## Week 5: “Cell Phone Poster”

In our age of technology it seems like we can't go a minute without touching our cell phones, even in our workplace kitchens! Do you ever think about what's on your cell phone? You use your cell phone after touching others, money, going to the bathroom and the list goes on! **“Take 20!”** seconds to wash your hands after touching your cell phone and remind your coworkers to do so. Here's why:

- Cell phones have more bacteria than you know on them!
- When tested, studies have commonly found fecal bacteria on cell phone surfaces.
- Every time you touch your cell phone, you pick up bacteria that may be harmful to you, your coworkers and your customers.
- That text message may be important, but it's not more important than saving someone from getting sick.
- Have you ever had acne from where you hold your phone on your face? That's bacterial!
- Even if you don't have Norovirus, it can be spread by anyone infected. Viruses can survive on surfaces, like a contaminated cell phone screen or be spread through contact with an infected person.

Your friends will understand that you are at work and it's a good time to practice disconnecting from the technology world. Remind your coworkers, managers, and customers that you are going to **“Take 20!”** to wash your hands after touching your cell phone. Keeping yourself and your community safe one wash at a time.

**Optional Glo Germ Activity:** If you or an employee is willing- dust the cell phone with a small amount of Glo Germ, have them handle the cell phone and then use the black light to illuminate the Glo Germ that was transferred to their hands. Please do not require anyone to use their personal cell phone for this activity. The Glo Germ can be easily wiped away with an alcohol wipe. Please check off on the log portion on the previous page when the Glo Germ training activity is complete.

**The Point:** Cell phones are continually touched by fingers that have not been washed and carry a large number of germs. People use their cell phones in many settings, including the restroom. If cell phones are handled in the kitchen and hands are not washed after touching the phone, it can lead to contamination in the kitchen.



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