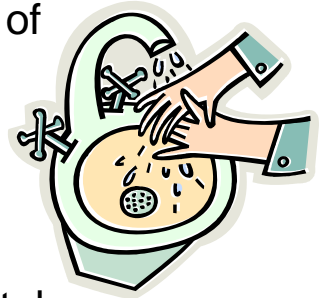


WASH HANDS TO PREVENT ILLNESS

Most employees do not take precautions to stop the spread of germs by using proper hand washing techniques.

Proper hand washing is the first line of defense against germs in the workplace.



Common sense (and the County Department of Environmental Health) recommend these hand-washing practices:

When to wash hands at the workplace:

- Each time you use the restroom
- Before and after staff meetings, if food is served
- After scanning newspapers or magazines.
- Before and after lunch.
- After using someone else's keyboard or tools.
- Before and after a meet and greet activity in your office or open house at school.
- When using shared office equipment such as phones, faxes, etc.

Washing often, about five or more times a day, is the first step, but, you need to wash your hands right way, thoroughly with soap and water for at least 15 seconds.

HOW TO WASH HANDS

1. Always use warm, running water and a liquid, soap. Antibacterial soaps may be used, but are not required.
2. Wet the hands and apply a small amount of liquid soap to hands.
3. Rub hands together vigorously until a soapy lather appears and continue for at least 15 seconds. (Sing a tune to pass the time!!) Be sure to scrub between fingers, under fingernails, and around the tops and palms of the hands.
4. Rinse hands under warm running water. Leave the water running while drying hands.
5. Dry hands with a clean, disposable towel.
6. Turn the faucet off using the towel.
7. Discard the used towel in a trashcan lined with a fluid-resistant (plastic) bag.
8. Consider using hand lotion to prevent chapping of hands.

