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## Hand Washing Policy

### **Proper hand-washing techniques to be practised at all times**

Good hand-washing techniques include washing your hands with soap and water or using an alcohol-based hand sanitizer. The combination of scrubbing your hands with soap — antibacterial or not — and rinsing them with water loosens and removes bacteria from your hands.

### **When should you wash your hands?**

Although it's impossible to keep your bare hands germ-free, there are times when it's critical to wash your hands to limit the transfer of bacteria, viruses and other microbes. Always wash your hands:

- After using the toilet
- After changing a diaper — wash the diaper-wearer's hands, too
- After touching animals or animal waste
- Before and after preparing food, especially before and immediately after handling raw meat, poultry or fish
- Before eating
- After blowing your nose
- After coughing or sneezing into your hands
- Before and after treating wounds or cuts
- Before and after touching a sick or injured person
- After handling garbage
- Before inserting or removing contact lenses
- When using public restrooms, such as those in airports, train stations, bus stations and restaurants

### **Proper hand washing with soap and water**

Follow these instructions for washing with soap and water:

- Wet your hands with warm, running water and apply liquid soap or use clean bar soap. Lather well.
- Rub your hands vigorously together for at least 15 to 20 seconds.
- Scrub all surfaces, including the backs of your hands, wrists, between your fingers and under your fingernails.
- Rinse well.
- Dry your hands with a clean or disposable towel.
- Use a towel to turn off the faucet.

### **Proper use of an alcohol-based hand sanitizer**

Alcohol-based hand sanitizers — which don't require water — are an excellent alternative to hand washing, particularly when soap and water aren't available.

### **On entering the building:**

To use an alcohol-based hand sanitizer:

- Apply about 1/2 teaspoon of the product to the palm of your hand.
- Rub your hands together, covering all surfaces of your hands, until they're dry.

If your hands are visibly dirty, however, wash with soap and water, if available, rather than a sanitizer.