

IDHS Guidance #3.0: Guidelines for Hand Washing and Hand Sanitizing at the Workplace.

Date: April 30, 2020

General Statement:

Illinois Department of Human Services Employees are recommended to follow proper personal hygiene practices, including frequent hand washing, use of hand sanitizing gel, and cough etiquette.

Guidelines:

1. Employees are recommended to wash their hands with running water and soap. If you cannot use soap and water, then employees are advised to use hand sanitizer.
2. If the employee has a health condition that prevents them from using the designated hand gel, please contact your supervisor.

Hand Washing technique:

1. Wet hands with running water (cold or warm), turn off tap, and apply liquid soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, your thumbs, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse your hands well under clean, running water. Turn water off with something other than your clean hands.
5. Dry your hands using a clean towel or air dry them.

Use of Hand Sanitizer (when you can’t use soap and water):

1. When using hand sanitizer, hands must be free of visible dirt, grime and grease; otherwise hand sanitizer will not be effective. Hand sanitizer will not remove harmful chemicals.
2. Apply the gel product to the palm of one hand (read the label to learn the correct amount).
3. Rub your hands together.
4. Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

Examples of when to wash hands or use hand sanitizing gel:

1. After using the toilet.
2. Before and after contact with a client
3. Upon entering the and immediately before leaving the workplace and public buildings.
4. After coughing/sneezing.
5. Before and after eating.
6. Before and after office meetings.
7. Before and after touching your face, eyes, mouth.
8. After touching potentially contaminated surfaces or objects.

Cough and Sneeze Etiquette at the Workplace:

- If tissues are available, use a tissue to cover mouth and nose and throw the tissue in the trash. Do not set the tissue on any surface. Immediately after throwing the tissue away, wash hands per CDC guidelines.
- If tissues are not available, then sneeze into the inside of your elbow and wash your hands per CDC guidelines.

Resources:

1. When and how to wash your hands : :
<https://www.cdc.gov/handwashing/when-how-handwashing.html>

2. How to protect yourself and others:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>