

Office Staff:

Stay Healthy & Wash Your Hands!

WHEN to Wash Your Hands

- Before, during, and after **work**
- Before and after eating **food**
- Before and after caring for someone who is **sick**
- Before and after treating a **cut or wound**
- After touching **high traffic areas** (e.g. handrails, elevators, counters, door handles, time clocks)
- After touching your **nose, ears, eyes, or mouth**
- After using the **restroom**
- After **coughing, sneezing, or blowing your nose**
- After taking a work **break**
- After handling **money, trash, or soiled items**
- After handling **animals, pets, or children**

HOW to Wash Your Hands



Wet

Wet hands with hot or cold running water.



Wash

Apply soap, lather & scrub backs of hands, under nails & between fingers for 20 seconds. If soap and water are unavailable, use alcohol-based hand sanitizer.



Rinse

Rinse hands under hot or cold running water.



Dry

Dry hands using a clean towel or air-dry.

Source: Center for Disease Control