

BEST PRACTICES

Hand Hygiene

Frequent handwashing is one of the best ways to prevent the transmission of contagious illness, especially during high risk periods like we are facing with both the COVID-19 outbreak and a particularly menacing flu season.

We are asking employees to post the attached illness prevention resources in high visibility areas across campus. You can download and print additional copies of these posters from the [CDC](https://www.cdc.gov/handwashing/posters.html) website (<https://www.cdc.gov/handwashing/posters.html>), or contact [University Printing Services](https://www.oakland.edu/universityservices/printing-services/) (<https://www.oakland.edu/universityservices/printing-services/>) to order additional copies.

In addition to the hand hygiene tips provided below, we are encouraging all campus community members to use the following simple, everyday preventive actions to help prevent the spread of respiratory illness:

- Stay home when you are sick.
- Avoid close contact with people who are sick.
- Cover your cough or sneeze with a tissue or a bent elbow. Immediately throw used tissues in the trash.
- Routinely clean frequently touched surfaces such as doorknobs, light switches and countertops with cleaning products known to kill germs. Use all cleaning products according to directions on the label.

For additional information about the University's planning and response to the COVID-19 outbreak, please visit the [coronavirus information page](https://www.oakland.edu/coronavirus/). (<https://www.oakland.edu/coronavirus/>)

How to Wash Your Hands:

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, 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.
5. Dry your hands using a clean towel or air dry them.

Use of Hand Sanitizer

If soap and water are not readily available, you can use an alcohol-based hand sanitizer.

- Read the hand sanitizer label to verify that the gel contains at least 60% alcohol.
- Read the label to determine how much of the product should be used for each application.
- Apply the gel to the palm of one hand.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.