

Covid 19 pandemic: Workplace practical hints and tips

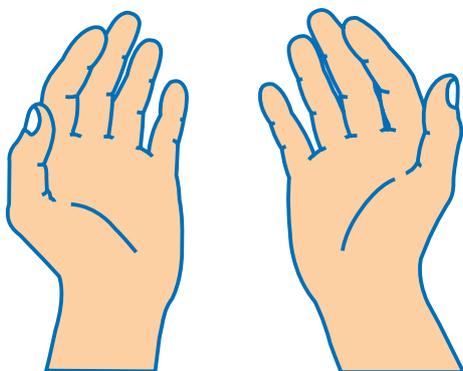
Reviewed 21 July 2021

3 HAND HYGIENE

As Covid-19 restrictions are being lifted from 19th July 2021 and more staff return to the workplace hand hygiene has never been more important. Washing hands with soap and water regularly throughout the day will reduce the risk of catching or spreading viruses.

In order to reduce the risk, we therefore recommend that employers:

- Provide satisfactory washroom conditions with soap and water - consider installing automatic no-touch soap dispensers, sanitisers and no-touch paper and linen dispensers for hand-drying (which lower the risk of potential cross infection)
- Provide hand-sanitising stations of at least 60% alcohol content throughout the work place – particularly at entrances/exits, kitchens, high traffic areas
- Introduce simple handwashing initiatives such as reminders near sinks and basins that encourage workers to wash, dry and sanitise their hands
- Communicate efficient hand hygiene practice on a regular basis



Key hints and tips to reduce the risks of Covid 19 to share with your employees:

- Wash hands regularly and thoroughly throughout the day scrubbing them for at least 20 seconds, and rinse them under running warm water
- Also wash hands after using the toilet, before and after handling raw foods like meat and vegetables, before eating or handling food, after blowing your nose, sneezing or coughing
- Use hand sanitiser before entering the workplace
- Avoid touching your face or biting your nails
- Wipe down all of your devices regularly including keyboards and phones
- Cleaning frequency – areas should be cleaned regularly in line with cleaning plans
- Be aware of communal touch points such as light switches, handrails, doorknobs, fridge door handles, microwaves, kettles, telephones, copying machines, taps etc and wash hands immediately after touching these objects – do not touch your face
- Speak Up to colleagues and supervisors about any issues

As with other risk reducing measures, hand hygiene is not a solution on its own and must be used alongside other measures such as ventilation and ensuring the workplace is clean.

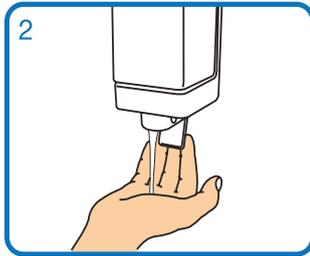
For more information about hand washing visit the NHS website:

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

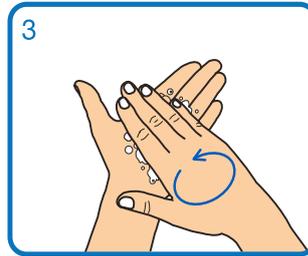
Hand-washing technique with soap and water



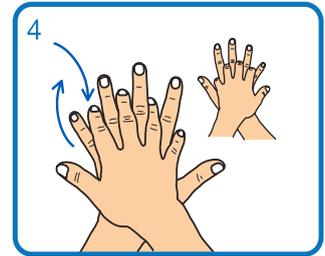
1
Wet hands with water



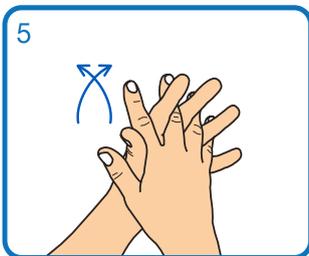
2
Apply enough soap to cover all hand surfaces



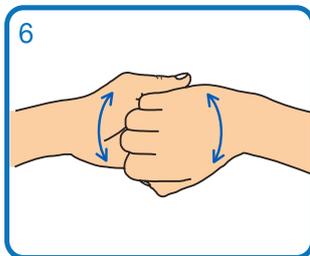
3
Rub hands palm to palm



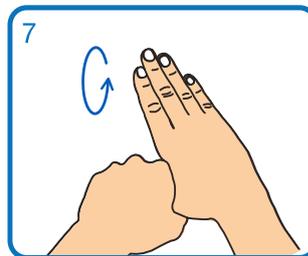
4
Rub back of each hand with palm of other hand with fingers interlaced



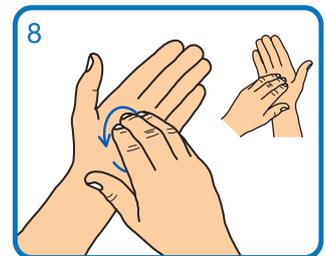
5
Rub palm to palm with fingers interlaced



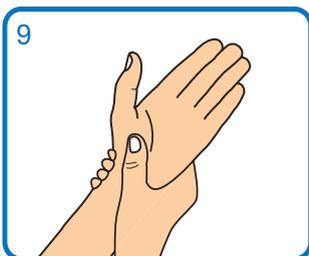
6
Rub with back of fingers to opposing palms with fingers interlocked



7
Rub each thumb clasped in opposite hand using a rotational movement



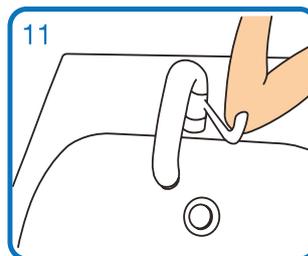
8
Rub tips of fingers in opposite palm in a circular motion



9
Rub each wrist with opposite hand



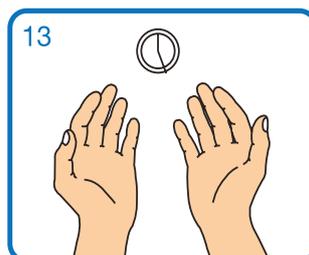
10
Rinse hands with water



11
Use elbow to turn off tap



12
Dry thoroughly with a single-use towel



13
Hand washing should take 15–30 seconds