

# Office Hygiene Policy

## Purpose

The purpose of this policy is to promote hygiene and to encourage a conduct that will assist in the prevention of germs at work. This policy is in effect at all times and applies to all employees.

## GEL Dispenser

Please use the dispenser provided on entering and exiting the building

## How Germs Spread

Illnesses such as the flu (influenza) and colds are caused by viruses that infect the nose, throat and lungs. The flu and colds usually spread from person to person when an infected person coughs or sneezes.

## How to Help Stop the Spread of Germs

1. Cover your mouth and nose when you sneeze or cough. Whenever possible, cough or sneeze into a tissue and then throw it away. Cover your cough or sneeze with your hands if you no tissue is available. Then, clean your hands and do so every time you cough or sneeze.
2. Clean your hands often. When available, wash your hands with soap and warm water, then rub your hands vigorously together and scrub all skin surfaces. Wash for 15 to 20seconds. It is the soap combined with the scrubbing action that helps dislodge and remove germs. When soap and water are not available, alcohol-based disposable hand wipes sanitizers may be used. If using a gel, rub the gel in your hands until they are dry. The gel doesn't need water to work; the alcohol in the gel kills germs that cause colds and the flu.
3. Clean workstations. Each employee is expected to clean the work surfaces, telephones, computer equipment, office equipment and other surfaces in the work area. You should avoid using a co-worker's telephone or work station, when possible.
4. Avoid touching your eyes, nose or mouth. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose or mouth. Germs can live for a long time (some can live for two hours or more) on surfaces like doorknobs, desks, telephones, computers and tables.
5. Stay home when you are sick and check with a health care provider when needed. When you are sick or have flu symptoms, stay home, get plenty of rest and check with a health care provider as needed. Remember: keeping your distance from others may protect them from getting sick.
6. Polite distance. Once an outbreak of the flu occurs, it is best to keep one's distance and maintain separation of at least six feet from co-workers and customers. Use email and telephones to communicate unless in-person meetings are necessary.
7. Practice other good health habits. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids and eat nutritious food. Practicing healthy habits will help you stay healthy during the flu season and all year long.

For more information, visit [www.cdc.gov/flu](http://www.cdc.gov/flu) or call the Centre for Disease Control Flu Information

**Signature:**

**Position: Technical Director**

**Date: 7<sup>th</sup> January 2022**