



STOPPING THE SPREAD OF GERMS AT WORK

How Germs Spread

Illnesses like 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

Take care to:

- Cover your mouth and nose, when you sneeze or cough
- Clean your hands often
- Avoid touching your eyes, nose or mouth
- Practice other good health habits
- Stay home when you are sick and check with a health care provider when needed

Cover Your Mouth And Nose When You Sneeze Or Cough

Cough or sneeze into a tissue and then throw it away. Cover your cough or sneeze if you do not have a tissue. Then, clean your hands, and do so every time you cough or sneeze.

Clean Your Hands Often

Wash your hands — with soap and warm water — then rub your hands vigorously together and scrub all surfaces. Wash for 15 to 20 seconds. 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 or gel sanitizers may be used. You can find them in most supermarkets and drugstores. 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.

Avoid Touching Your Eyes, Nose, Or Mouth

Germs are often spread when a person touches something that is contaminated with germs and then

touches their eyes, nose, or mouth. Germs can live for a long time (some can live for 2 hours or more) on surfaces like doorknobs, desks, and tables.

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. Your employer may need a doctor's note for an excused absence. Remember: Keeping your distance from others may protect them from getting sick.

Common symptoms of the flu include:

- fever (usually high)
- headache
- extreme tiredness
- cough
- sore throat
- runny or stuffy nose
- muscle aches, and nausea, vomiting, and diarrhea, (much more common among children than adults)

Practice Other Good Health Habits

Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious foods. Practicing healthy habits will help you stay healthy during flu season and all year long.

Use Proper Handwashing Techniques—Protect Your Health

Handwashing is the single most important procedure for preventing the spread of biological contamination. Despite this fact, many people don't wash their hands properly. Here are some handwashing tips and procedures.

1. Consider the sink, including the faucet contaminated.
2. Avoid touching the sink.
3. Turn water on using a paper towel and then wet your hands and wrists.
4. Work soap into a lather.
5. Vigorously rub together all surfaces of the lathered hands for 15 seconds. Friction helps remove dirt and microorganisms. Wash around and under rings, around cuticles, and under fingernails.
6. Rinse hands thoroughly under a stream of water. Running water carries away dirt and debris. Point fingers down so water and contamination won't drip toward elbows.
7. Dry hands completely with a clean, dry paper towel.





Keeping Emergency Information At Hand

When an emergency strikes, there's little time to react. Having important information such as key phone numbers or emergency instructions at hand during an emergency can save valuable time when seconds count. A chart for keeping track of important phone numbers has been included on this page.

In addition to important emergency contacts, other important information and medical forms should be kept on hand and ready for emergency personnel. Forms to keep on hand include:

Medical Treatment Consent Forms

A medical treatment consent form designates a specific person to make important medical decisions for a minor when parents/guardians are unavailable.

Emergency Information For Children With Special Needs

This information typically outlines any chronic conditions a child may have, as well as specific allergies, and prior medical history.

Personal Medical History Form

By providing emergency services personnel with a medical history, valuable time may be saved, and mistakes may be avoided.

Medical Contact Form

In the case that you or a loved one is injured, having a medical contact form saves emergency services personnel valuable time in notifying family members.



Emergency Numbers

Emergency Services: 911

National Poison Control: 1-800-222-1222

Family Physician:

Pediatrician:

Close Relatives/Friends:

Nurse Lines/Other:

Address Of Local Hospital:

