

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. All employees are asked to wash their hands often with soap and water for at least 20 seconds or to use hand sanitizer with at least 60% alcohol if soap and water are not available. If your hands are visibly dirty, you should use soap and water over hand sanitizer. Key times you should clean your hands include:

- Before and after work shifts
- Before and after work breaks
- After blowing their nose, coughing, or sneezing
- After using the restroom
- Before eating or preparing food
- After putting on, touching, or removing cloth face coverings
- After touching their eyes, nose, and mouth.

All customers and visitors to the workplace will be asked to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Posters to remind employees, customers, and suppliers to wash hands frequently have been placed at entrances and in restrooms, breakrooms and kitchens of all facilities.

Respiratory Etiquette: Cover your cough or sneeze

Employees, customers, and vendors are asked to use proper respiratory etiquette when in our facilities. This includes covering your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow. Throw used tissues into no-touch trash cans and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.

Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers, customers and visitors.