



## Stopping The Spread of Germs at Work

### 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 for your use.

1. Consider the sink, including the faucet controls, 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.



### 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 & 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

**When available, 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 Sick—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, nausea, vomiting, and diarrhea (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 food.** Practicing healthy habits will help you stay healthy during flu season and all year long.

\*Sources: FDA/CFSAN Food Safety A to Z Reference Guide, September 2001: Handwashing. <http://www.cdc.gov/germstopper/work.htm>





# Better Safe



WELCOA'S ONLINE BULLETIN FOR YOUR FAMILY'S SAFETY

## Have a Happy and Safe HOLIDAY SEASON

This is the time of year when we join together to celebrate the season with family and friends. Sometimes that celebrating can lead to one too many drinks. Consider these statistics on drinking and driving from the MADD website.

- ◆ **About three in every ten Americans** will be involved in an alcohol-related crash at some time in their lives. (NHTSA, 2001)
- ◆ **Alcohol-related fatalities** are caused primarily by the consumption of beer (80 percent) followed by liquor/wine at 20 percent. (Runge, 2002)
- ◆ **Beer is the drink** most commonly consumed by people stopped for alcohol-impaired driving or involved in alcohol-related crashes. (IIHS, 2003)
- ◆ **The average person metabolizes alcohol** at the rate of about one drink per hour. Only time will sober a person up. Drinking strong coffee, exercising or taking a cold shower will not help. (Michigan State University, 2002)
- ◆ **A standard drink** is defined as 12 ounces of beer, 5 ounces of wine, or 1.5 ounces of 72-proof distilled spirits, all of which contain the same amount of alcohol—about .54 ounces. (NHTSA, 2002)
- ◆ **Impairment is not determined** by the type of drink, but rather by the amount of alcohol ingested over a specific period of time. (IIHS, June 2003)
- ◆ **There is evidence that heavier drinkers** prefer to drink at bars and other person's homes, and at multiple locations requiring longer driver distances. Young drivers have been found to prefer drinking at private parties, while older, more educated drivers prefer bars and taverns. (NHTSA, 2001)
- ◆ **The rate of alcohol involvement** in fatal crashes is more than 3 times as high at night as during the day (60 percent vs. 18 percent). For all crashes, the alcohol involvement rate is 5 times as high at night (16 percent vs. 3 percent). (NHTSA, 2005)
- ◆ **In 2004, 30 percent of all fatal crashes** during the week were alcohol-related, compared to 51 percent on weekends. For all crashes, the alcohol involvement rate was 5 percent during the week and 12 percent during the weekend. (NHTSA, 2005)
- ◆ **For fatal crashes occurring from midnight to 3:00 AM**, 77 percent involved alcohol in 2003. The next most dangerous time period for alcohol-related crash deaths were 9 PM to midnight (64 percent of fatal crashes involved alcohol), followed by 3 AM to 6 AM (60 percent of fatal crashes involved alcohol). (NHTSA, 2004)

Source: <http://www.madd.org/stats/1789>

## Get M.A.D.D.

From its humble beginnings 25 years ago, MADD has evolved into one of the most widely supported and well-liked non-profit organizations in America. Below is information on how to contact the MADD National Office.

### Address:

MADD National Office  
511 E. John Carpenter Frwy. Suite 700  
Irving, TX 75062

### Phone:

800-GET-MADD (438-6233)

### Fax:

972-869-2206/07

### Victim Services 24-Hr. Helpline:

877-MADD-HELP (877-623-3435)

### Website:

[www.madd.org/](http://www.madd.org/)

If you would like to contact a local chapter or to become involved at a local level, please use their Chapter Lookup at [www.madd.org/Chapters/](http://www.madd.org/Chapters/).



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