

**HYGIENE POLICY**

Handwashing, Cough, & Sneeze Etiquette

Personal hygiene is one of the best ways to reduce disease transmission. All facilities should be attentive to their hygiene practices, including frequent and proper hand washing, cough, and sneeze etiquette.

Employers should create a policy regarding more aggressive handwashing for employees that includes specific times when handwashing is expected. Businesses should emphasize that employees wash hands with soap and water for at least 20 seconds as frequently as possible. The person-in-charge should ensure bathrooms and other handwashing sinks are fully stocked with soap and single-use towels. Where possible, employers should also have hand sanitizer readily available for staff and customers throughout the establishment. See the [CDC document](https://www.cdc.gov/handwashing/hand-sanitizer-use.html) on when it is okay to use hand sanitizer. Hand sanitizer should be used as a supplement not as a replacement to handwashing.

Covering coughs and sneezes and keeping hands clean can help prevent the spread of serious respiratory illnesses like influenza, respiratory syncytial virus (RSV), whooping cough, and COVID-19.

Germs can be easily spread by:

* Coughing, sneezing, or talking
* Touching your face with unwashed hands after touching contaminated surfaces or objects
* Touching surfaces or objects that may be frequently touched by other people

Creating policies for proper personal hygiene is extremely important to help prevent the spread of disease in the workplace. Employers should create a written policy and review it with staff. A sample policy is provided on the next page.

## Resources for Hand Washing Training & Signage

* Proper Handwashing Guide  [English](https://www.publichealthmdc.com/documents/Handwashing%20How%20To.pdf) / [Spanish](https://www.publichealthmdc.com/documents/Handwashing%20How%20To-Sp.pdf) / [Mandarin](https://www.publichealthmdc.com/documents/Handwashing%20How%20To_zhcn.pdf)
* When to Wash Hands  [English](https://www.publichealthmdc.com/documents/When%20to%20Wash%20Hands.pdf)/ [Spanish](https://www.publichealthmdc.com/documents/When%20to%20Wash%20Hands-Sp.pdf) / [Mandarin](https://www.publichealthmdc.com/documents/When%20to%20Wash%20Hands_zhcn.pdf)
* Employees Must Wash Their Hands Sign [English & Spanish](https://www.publichealthmdc.com/documents/Employee%20Handwashing%20Sign.pdf) / [Mandarin](https://www.publichealthmdc.com/documents/Employees%20Must%20Wash%20Hands%20Sign%20English%20and%20Spanish_zhcn.pdf)

## Other Resources

* [CDC Coughing and Sneezing](https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)
* [CDC Hand Sanitizer Use Out and About](https://www.cdc.gov/handwashing/hand-sanitizer-use.html)
* [CDC When and How to Wash Your Hands](https://www.cdc.gov/handwashing/when-how-handwashing.html)
* FDA [Employee Healthand Personal Hygiene Handbook](https://www.fda.gov/media/77065/download)
* DATCP [Hand Washing Basics](https://datcp.wi.gov/Documents/HandwashingFactSheet.pdf)
* DATCP [Hygiene: What’s Important for Employees and Restaurants](https://datcp.wi.gov/Documents/EmployeeHygieneFactSheet.pdf)
* DATCP [Hand Sanitizers: What You Need to Know](https://datcp.wi.gov/Documents/HandAntisepticsFactSheet.pdf)

## Notes

This policy could be made less generalized by including other industry-specific items.

**SAMPLE HYGIENE POLICY**

Handwashing, Cough, & Sneeze Etiquette

[BUSINESS NAME] is fully committed to safeguarding the health and safety of all employees and customers. For this reason, effective immediately, all [BUSINESS NAME] employees, regardless of position or authority, must comply with the following personal hygiene policy:

* All employees will be required to frequently wash hands with soap and warm water.
* All employees shall follow proper cough and sneeze etiquette.

## Handwashing Policy

[BUSINESS NAME] is responsible for explaining to all employees how to hand wash: Wash hands with soap and water for at least 20 seconds as frequently as possible, or use hand sanitizer.

[BUSINESS NAME] is responsible for explaining to all employees when to hand wash. Employees must wash hands, at a minimum:

* At the beginning of each shift
* Between every client when possible
* Before interacting with other employees
* After touching face or hair
* When switching tasks
* After using the restroom
* Before and after breaks
* After sneezing, coughing, or blowing nose
* When hands are visibly soiled
* Prior to leaving work

Employees are responsible for replenishing or letting the person-in-charge know when handwashing supplies or hand sanitizer are low.

## Cough & Sneeze Etiquette

[BUSINESS NAME] is responsible for providing tissues at work stations, if feasible.

[BUSINESS NAME] is responsible for explaining cough and sneeze etiquette to all employees. To help stop the spread of germ employees should:

* Cover mouth and nose with a tissue when coughing or sneezing
* Throw used tissues in the trash
* If don’t have a tissue, cough or sneeze into elbow, not hand



**HYGIENE POLICY**

Employee Illness for COVID-19

A written employee illness policy is recommended for employers responsible for reviewing with staff. They should consider using an employee illness reporting agreement for documentation and to ensure compliance by all staff. A sample policy is provided on the next page:

## Resources

* Employee Health Reporting Agreement [English](https://www.publichealthmdc.com/documents/Employee%20Reporting%20Agreement%20and%20Work%20Status.pdf) / [Spanish](https://publichealthmdc.com/documents/employee_reporting_agreement_and_work_status_spanish.pdf) / [Mandarin](https://www.publichealthmdc.com/documents/EmployeeReportingAgreement%20-%20Mandarin.pdfhttps%3A/www.publichealthmdc.com/documents/employee_reporting_agreement_and_work_status_mandarin.pdf)
* [What to do if your employee is sick or was possibly exposed to COVID](https://publichealthmdc.com/coronavirus/what-to-do-if-you-are-sick-or-possibly-exposed/what-to-do-if-an-employee)

## Notes

* This policy and employee illness agreement could be made more generalized to include other illnesses.
* For food establishments, an employee illness policy is required for the prevention of foodborne illness per the Wisconsin Food Code.

**SAMPLE EMPLOYEE ILLNESS POLICY**

[BUSINESS NAME] is fully committed to safeguarding the health and safety of all employees and customers. For this reason, effective immediately, [BUSINESS NAME] enacts the following policy applicable to all employees, regardless of position or authority:

* All employees will self-monitor for symptoms of illness prior to work arrival.
* Employees who have any symptoms of fever OR respiratory illness will not be allowed to work as reinforced by the employee illness reporting agreement.
* Employees must notify person in charge of establishment of specific symptoms and illnesses, and that the person in charge will assure that employee´s exclusion or restriction from work duties to prevent transmission of foodborne illnesses.
* Employees living in a household where a member(s) or another close contact tested positive for COVID-19 will not be permitted in the workplace.
* Employees sign an employee illness agreement indicating they understand the policy and agree to follow the guidelines.