



COVID-19

HAND HYGIENE

PURPOSE

Provide guidance on best practice with regard to hand hygiene.

SCOPE

This guidance note covers non-specific hand hygiene to be observed as a minimum requirement for all processes and activities.

PROCEDURE

Hand Washing

Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community.

Follow these eight steps to wash hands effectively every time.



1. Wet your hands with clean, running water (warm or cold)



2. Add Soap



3. Lather & Scrub
- 20 Sec



4. Wash both sides of hands



5. Wash between fingers & under nails



6. Rinse - 10 Sec



7. Turn off tap with paper towel



8. Dry your hands

The aim of routine hand hygiene is to remove dirt and most removeable (transient) micro-organisms found on the hands. It should be carried out in at a minimum of the following circumstances:

- Before starting work and going home
- After contact with body fluids e.g. changing bed linen
- After using the toilet
- After using any equipment such as gym machines
- Before eating and handling preparing food
- After handling raw food
- After handling waste
- When hands look or feel dirty
- After any cleaning activities
- Before starting work, wash any broken or cut areas of exposed skin and cover with a water-proof dressing.

Washing hands with soap and water is the best way to get rid of germs in most circumstances. The aim of hand disinfection is the destruction of transient micro-organisms and a reduction in resident organisms.

Sanitizing

Where hand washing with soap and water is not possible, an alcohol-based hand sanitizer that contains at least 60% alcohol is preferred. Product labels should be checked for the ingredients of hand sanitizers.

Sanitizers can quickly reduce the number of germs on hands in many situations. However,

- Sanitizers do not get rid of all types of germs.
- Hand sanitizers may not be as effective when hands are visibly dirty or greasy.
- Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.

To effectively apply hand sanitizer you should:

- Apply the gel product to the palm of one hand (read the label to learn the correct amount as these may differ)
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

Hand Hygiene Stations

To encourage good hygiene, hand disinfecting stations should be placed around the hotel with a focus on the following areas:

- Entrance to the hotel and reception area

- Elevator entrance and inside the lift car
- Poolside
- Gym
- Spa
- Entertainment/theatre entrance
- Dining room entrance
- Hairdressers
- Any other high-volume area that is identified within the risk assessment

Transportable Sanitizer

In some circumstances it will be necessary to provide staff with a transportable bottle of hand sanitizer. These include:

- Entertainment staff
- Porters
- Management

Department Policies

Each department of the hotel will be responsible for ensuring the guests use the hand sanitizing stations in each section. For example the reception staff should ask the guest at check-in to use the hand sanitiser at reception and remind them to use them continuously throughout their stay.

Department	Responsibilities
Reception	<ul style="list-style-type: none"> – Communicate with guests at check-in on the importance of hand sanitiser and their locations
Dining Room	<ul style="list-style-type: none"> – Ensure guests wash their hands or use sanitiser before entering the dining hall.
Spa	<ul style="list-style-type: none"> – Spa will be by appointment only. On arrival the guests will be advised of good hygiene practices for their treatment and asked to wash their hands before entering and leaving.
Gym	<ul style="list-style-type: none"> – Pictorial signs placed on entrance of the gym advising the use of hand sanitising and cleaning the equipment before use. – Guests will be provided with a disinfecting spray to use of the equipment.
Hairdressers	<ul style="list-style-type: none"> – The hairdressers will be by appointment only. – Hand sanitising stations will be placed at the entrance and salon staff will prompt guests to use.
Pool	<ul style="list-style-type: none"> – Lifeguards will ask guests to use the sanitising stations before entering and remind them to place a towel between the sun longer and guest.
Entertainment/ Theatre	<ul style="list-style-type: none"> – A reduced capacity of 25% less than previous capacity – guests will be asked to sanitiser their hands at entrance. – Staff will be required to carry hand-held bottles of sanitizer.
Management	<ul style="list-style-type: none"> – Ensure the sanitiser stations are full. – Provide pictograms in common areas. – Provide hand-held bottles of hand sanitiser to staff if required.



REFERENCES

https://www.who.int/gpsc/clean_hands_protection/en/

https://www.who.int/gpsc/5may/tools/who_guidelines-handhygiene_summary.pdf