

SAMPLE HANDWASHING POLICY

Handwashing is one of the biggest ways to reduce virus transmission. Employers should create a policy regarding more aggressive handwashing for employees that includes specific instances when handwashing is expected. A sample hand- washing policy is provided below:

[BUSINESS NAME] is fully committed to safeguarding the health and safety of all staff and customers. For this reason, effective immediately, all [BUSINESS] employees will be required to wash hands with soap and warm water frequently. If soap and water is not available, employees may use hand sanitizer, which [BUSINESS NAME] will provide. At a minimum, ALL employees must wash hands:

- At the beginning of each shift, before interacting with other staff or customers, or when disinfecting surfaces
- When switching business tasks, such as checking and stocking shelves
- Before and after all breaks
- After direct physical interaction with customers, staff or vendors
- After a cough, sneeze, or blowing your nose
- When hands are visibly soiled

We suggest that you create a visual version of this type of information and display it in all bathrooms, break rooms, food preparation areas, staff meeting rooms, by time clocks/computers, and in other locations where staff frequent. A sample poster, which you are welcome to use if helpful, is provided on the next page.