

Hygiene

You need to keep the disinfectant with you at all times in order to be able to disinfect your hands regularly. Avoid hand contact with other people. If you do come into hand contact with others, wash your hands immediately and disinfect them. This should also be done each time before you eat.

How to wash your hands properly

- Remove jewelry and any plasters you may have applied
- Wet your hands with warm water and apply soap
- Wash your hands as shown below
- Rinse off the soap
- Turn off the faucet using your elbow or a paper towel
- Dry your hands with a disposable towel - please do not use linen roller towels
- Open toilet doors using your elbow or your foot

How to disinfect your hands properly



1. Schritt:
Handfläche auf Handfläche
Achtung:
Inklusive Handgelenk

2. Schritt:
Rechte Handfläche über
linkem Handrücken und
linke Handfläche über
rechtem Handrücken

3. Schritt:
Handfläche auf Handfläche
mit verschränkten,
gespreizten Fingern



4. Schritt:
Aussenseite der Finger auf
gegenüberliegende Handflä-
chen mit verschränkten Fingern

5. Schritt:
Kreisendes Reiben des
rechten Daumens in der
geschlossenen linken
Handfläche und umgekehrt

6. Schritt:
Kreisendes Reiben hin und her
mit geschlossenen Fingerkuppen
der rechten Hand in der linken
Handfläche und umgekehrt

- Apply disinfectant (at least 3 ml) to your hands when they are dry and moisten the entire surface of the skin.
- As shown on the left, rub vigorously into the hands and down as far as the wrists for 30 seconds. Carry out each step five times.
- When you have completed Step 6, repeat the individual steps, rubbing in the disinfectant for the length of time specified.
- The hands must remain moist for the entire time that you are rubbing the disinfectant in.
- If necessary, apply the disinfectant again.

[legend of pictures – see below]

Disinfecting surfaces

The cleaning staff use disinfectant wipes every day to clean potential contact surfaces, such as door latches and toilet flush handles. All employees should clean their work surfaces, keyboards and telephones including the receiver with a suitable disinfectant at least once a day.

Paper handkerchiefs

Please use paper handkerchiefs for coughing and blowing your nose. Dispose of them immediately after use and wash and disinfect your hands.

Step 1: Palm to palm Note how the wrist is also included	Step 2: Rub the right palm over the back of the left hand and then rub the left palm over the back of the right hand	Step 3: Palm to palm with fingers interlaced
Step 4: With the outside of the fingers of one hand against the palm of the other, rub with the fingers interlocked	Step 5: Using a circular motion, rub the left thumb in the closed palm of the right hand and vice versa	Step 6: Using a circular motion, rub the left palm back and forth with the fingers of the right hand cupped together and vice versa