



## 4.21 Hand Washing Policy

### Intent

The employer has adopted this policy to ensure that all reasonable measures are taken to prevent the spread of bacteria and diseases within the workplace, and to ensure the ongoing health and safety of our staff, clients and guests.

### Scope

This policy applies to all employees always and without exception.

Unionized employees are requested to refer to their current Collective Agreement for specific information pertaining to hand washing. Where the Collective Agreement is silent, bargaining members shall refer to the contents of this policy. In situations where the directions of this policy cover issues also in the Collective Agreement, the Collective Agreement will be the final authority.

### Guidelines

Due to the nature of business operations and the considerable amount of public interaction that most of our employees have, proper and consistent hand washing procedures are required to maintain a healthy environment. The employer shall ensure proper hand washing procedures are posted in visible areas of its facilities.

- Hand hygiene shall be practiced on a regular basis, prior to any contact with clients and/or guests (even if gloves are worn).
- Employees must maintain clean and well-groomed fingernails.
- All employees are required to wash, rinse, and dry their hands or apply an alcohol hand rub before beginning work, after using the rest room and prior to leaving work.
- For routine hand-washing, liquid soap located in the dispensers shall be used.
- An alcohol hand rub may be used for hand hygiene in place of an antimicrobial soap hand-wash. Hands that are grossly contaminated must be washed with lotion soap prior to hand disinfection with an alcohol hand rub.
- Gloves shall be worn when exposure to blood or any other body fluids, excretions or secretions is likely.
- Kitchen and restaurant employees are required to refer to their department-specific policy concerning hand washing requirements.

### Routine Hand-Washing Procedure

- Use warm water to wet the hands.
- Apply soap.
- Work up a good lather ensuring to cover all surfaces of your hands.
- Wash hands for at least 15 seconds.
- Keep hands down while rinsing so that run off will go into the sink and not down the arm.
- Dry hands well with paper towels and use the paper towels to turn off the faucet.
- Discard the paper towels into the appropriate container.



## Allergies

- Allergic contact dermatitis may be associated with certain hygiene products. If an employee suspects allergic contact dermatitis, they should contact an on-site trained first-aider who will make an assessment and provide treatment where possible.
- If the rash becomes extreme, the affected employee will be advised to go to a nearby medical clinic or hospital.
- If allergic contact dermatitis is diagnosed, the employee will be provided with an alternative hand hygiene product.
- The employee's personnel file should be updated to include information on any new or changed allergies and treatment, including the use of an epi pen if necessary.