

## Guideline – Procedures of Washing Hands & Wearing Mask

### **1.0 Introduction**

To prevent seasonal influenza, avian flu and other respiratory infections, washing hands and wearing surgical mask properly could provide satisfactory protection. Below sections list the procedures for the proper way in washing hands and wearing surgical mask.

### **2.0 Procedures & Points to Note**

2.1 Wash hands before and after wearing a surgical mask:

2.1.1 Turn on faucet and wet hands under running water.

2.1.2 Apply soaps or detergents, away from running water and rub your hands together to make a soapy lather, including palms, back of hands, between fingers, back of fingers, finger tips, thumbs and wrists, for at least 20 seconds.

2.1.3 Rinse well without leaving soap on your hands.

2.1.4 Dry hands well with clean towel, paper towel or hand dryer.

2.1.5 After hand washing, do not touch the faucet directly. Turn off the faucet with the paper towel you used to dry your hands.

2.1.6 If it is not applicable to wash hands by water, use any handrub containing 70-80% alcohol to rub your hands, including palms, back of hands, between fingers, back of fingers, finger tips, thumbs and wrists, for at least 20 seconds and until hands are dry.



2.2 When wearing a surgical mask:

- 2.2.1 The mask surface (colored side) should face outwards and the white surface face towards your mouth.
- 2.2.2 The edge with a small metallic strip embedded in faces up. The elastic bands on both sides should be worn around your ears.
- 2.2.3 The mask should be extended fully to cover your nose and mouth and stretched gently over your chin.
- 2.2.4 Press the metallic strip along the upper edge gently against the bridge of your nose to prevent leakage.



2.3 Change mask timely. In general, mask should not be reused. However, the mask should be immediately replaced if:

- 2.3.1 It is contaminated with body fluid, e.g. blood or sputum; or
- 2.3.2 The mask is wet or has been already torn.

2.4 In general, below advices should be followed regarding the use of mask:

- 2.4.1 Do not share used masks with any other person.
- 2.4.2 After taking off the mask, discard it into lidded rubbish bin.
- 2.4.3 Wash your hands at once after the disposal.

2.5 Wearing a mask is one of the ways to prevent flu and respiratory tract infections. More importantly, good personal hygiene should be observed, e.g. wash hands frequently with liquid soap, especially after sneezing, coughing or cleaning nose. Should you have any queries on wearing mask, please call First Aid Department at 3923 2818.

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