



ILLINOIS DEPARTMENT OF CORRECTIONS
DIRECTOR'S OFFICE
SPRINGFIELD 62702

COVID-19 RESPONSE

JB PRITZKER
Governor

ROB JEFFREYS
Director

Memorandum

To: All Staff and Men and Women in Custody

From: Office of Health Services

Date: April 17, 2020

Subject: Proper Handwashing Technique

Wash Your Hands Often to Protect Yourself and Help Stop the Spread of the Coronavirus.

Wash your hands before preparing food and taking medication(s). Wash your hands after you have been in a public place, or after blowing your nose, coughing, or sneezing, and using the restroom.

If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.

Avoid touching your eyes, nose, and mouth with unwashed hands.

Follow Five Steps to Wash Your Hands the Right Way. 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 five steps every time.

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.



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3. **Scrub** your hands for **at least 20 seconds**. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.