****

**HAND WASHING POLICY**

**REQUIRED BY**

**All Marianapolis Faculty, Staff, Students and Visitors on Campus**

Hand hygiene is an important measure to prevent infections. Frequent and effective hand washing should be done throughout the day. When hand washing is not available, use of hand sanitizer should be implemented. Hand sanitizer is located throughout the buildings on campus.

Hands should be washed:

* In the morning, prior to departing for campus
* Before, during and after preparing food
* Before and after eating or drinking
* After you have been in contact with a high-touch point (e.g., door knobs and handrails)
* After blowing your nose, coughing or sneezing
* After you have been in contact with someone who is ill

Effective hand washing steps:

* Wet your hands with clean, running water (warm or cold), and apply soap
* Lather your hands by rubbing them together with soap. Lather the backs of your hands, between your fingers, and under your nails.
* Scrub your hands for at least 20 seconds (length of the Happy Birthday song)
* Rinse your hands well under clean, running water
* Dry hands using a paper towel or air dry them.

Additional steps in maintaining germ free hands:

* When washing hands is not an option, use alcohol based hand sanitizer
* Hand sanitizer will be located at the entrance of each building and outside of each classroom
  + Faculty, staff and students must use hand sanitizer when entering each of the locations
* Avoid handshaking as a means of greeting
* Use only your knuckle to touch light switches, buttons or other touch surfaces that are frequently touched
* When opening doors (especially bathroom or other public area doors) or when touching other highly exposed surfaces, use a paper towel, tissue, or, if you have one, a disposable glove

All persons accessing campus must comply with this policy, and appreciate your cooperation in taking steps to reduce the transmission of COVID-19 and other additional diseases. Failure to follow this policy may result in corrective and or disciplinary action.

Inquiries regarding this policy should be directed to the [Director of Human Resources](mailto:jnichols@marianapolis.org). Reports of any violations of this policy may be made to the Director of Human Resources and/or [Assistant Head of School](mailto:ddicicco@marianapolis.org).

The policy herein supersede any and all prior practices, oral or written representations, or statements. We will continue to follow federal, state and CDC recommendations; guidelines, practices, policies and protocols are subject to change. All such changes will be communicated through official notice.

Published August 17, 2020