

# Hand Hygiene Best Practices

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name & Title]

Subject: Importance of Hand Hygiene in Our Workplace

Dear [Insert Recipient Name],

As we continue to prioritize the health and safety of our team, I would like to emphasize the importance of hand hygiene as a crucial practice in preventing the spread of infections. Below are some best practices to follow:

- Wash hands with soap and water for at least 20 seconds, especially after using the restroom and before eating.
- If soap and water are unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid touching your face with unwashed hands.
- Use disposable paper towels to dry hands, or allow them to air dry.
- Regularly clean and disinfect frequently touched surfaces.

Implementing these practices will greatly contribute to a healthier environment for everyone. Please ensure that these guidelines are shared with your teams and adhered to at all times.

Thank you for your cooperation.

Sincerely,

[Insert Your Name]

[Insert Your Position]