



Health & Hygiene

The Importance of Healthy Hygiene

- Practicing good hygiene is important for maintaining your own health as well as preventing the spread of harmful germs to others
- Germs can spread from other people or surfaces when you:
 - Touch your eyes, nose, and mouth with unwashed hands
 - Prepare or eat food and drinks with unwashed hands
 - Touch a contaminated surface or objects
 - Blow your nose, cough, or sneeze into hands and then touch other people's hands or common objects
- Covering coughs and sneezes and keeping hands clean can help prevent the spread of serious respiratory illnesses like influenza, respiratory syncytial virus (RSV), whooping cough, and COVID-19.



Key Times to Wash Hands

Regularly washing your hands (or using alcohol-based hand sanitizer when soap and water aren't readily available) helps keep you and those around you healthy, especially during these key times when you are likely to get and spread germs.

- Before, during, and after preparing food
- Before and after eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- Before and after treating a cut or wound
- After using the toilet
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage

Proper Handwashing Technique

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.
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.



Use Hand Sanitizer When You Can't Use Soap and Water

- Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least **60% alcohol**.
- Sanitizers can quickly reduce the number of germs on hands in many situations. However,
 - Sanitizers do not get rid of all types of germs.
 - Hand sanitizers may not be as effective when hands are visibly dirty or greasy.
 - Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.



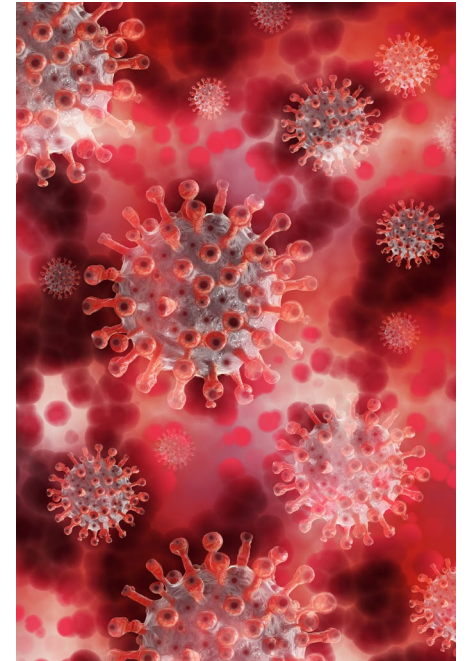
How to Use Hand Sanitizer

1. Apply the gel product to the palm of one hand (read the label to learn the correct amount).
2. Rub your hands together.
3. Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around **20 seconds**.



COVID-19

- Coronavirus disease (COVID-19) is an infectious disease caused by the SARS-CoV-2 virus. Most people infected with the virus will experience mild to moderate respiratory illness and recover without requiring special treatment. However, some will become seriously ill and require medical attention.
- Older people and those with underlying medical conditions like cardiovascular disease, diabetes, chronic respiratory disease, or cancer are more likely to develop serious illness. Anyone can get sick with COVID-19 and become seriously ill or die at any age.
- COVID-19 spreads when an infected person breathes out droplets and very small particles that contain the virus. These droplets and particles can be breathed in by other people or land on their eyes, noses, or mouth. In some circumstances, they may contaminate surfaces they touch.
- Anyone infected with COVID-19 can spread it, even if they do **NOT** have symptoms.



Preventing COVID-19

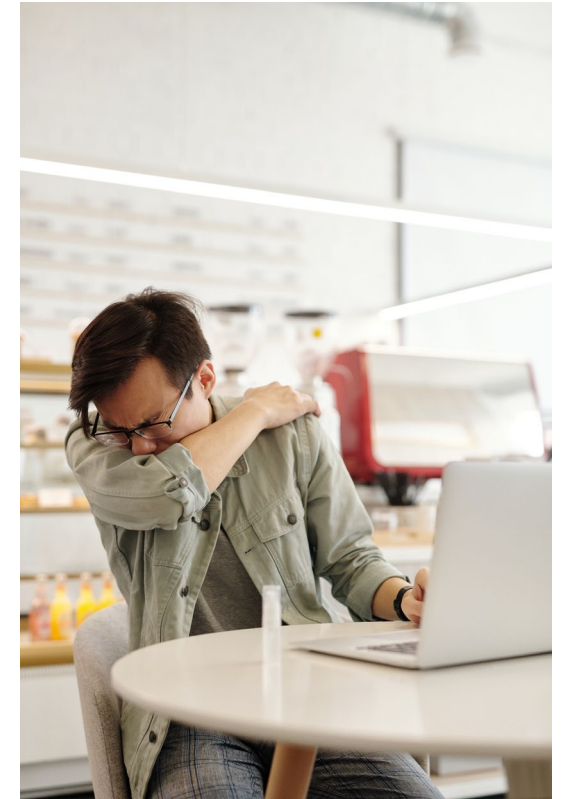
Steps you can take to protect yourself and others from COVID-19 include:

- Vaccinate and stay up to date on booster shots.
- Keep distance from others—at least six feet between yourself and people who don't live in your household.
- Avoid crowds and poorly ventilated spaces.
- Wash your hands often.
- Cover coughs and sneezes.
- Clean and disinfect regularly.



The Common Cold

- Each year, there are millions of cases of the common cold, with the average adult having 2-3 colds per year and children having even more.
- Sore throat and runny nose are usually the first signs of a cold, followed by coughing and sneezing. Most people recover in about 7-10 days.
- Viruses that cause colds can spread from infected people to others through the air and close personal contact. You can also get infected through contact with stool (poop) or respiratory secretions from an infected person.
 - This can happen when you shake hands with someone who has a cold, or touch a surface, like a doorknob, that has respiratory viruses on it, then touch your eyes, mouth, or nose.



Preventing Colds

The common cold is the primary reason children miss school and adults miss work. While there is no vaccine for the common cold, there are many steps you can take to protect yourself and others.

Help reduce your risk of catching a cold:

- Wash your hands often with soap and water for at least 20 seconds, and help young children do the same. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands. Viruses that cause colds can enter your body this way and make you sick.
- Stay away from people who are sick. Sick people can spread viruses that cause the common cold through close contact with others.

Protect others from catching your cold:

- Stay home while you are sick and keep children out of school/daycare while they are sick. If you must leave home, wear a facemask.
- Avoid close contact with others, such as hugging, kissing, or shaking hands.
- Cough and sneeze into a tissue then throw it away, or cough and sneeze into your upper shirt sleeve, completely covering your mouth and nose.
- Wash your hands after coughing, sneezing, or blowing your nose.
- Disinfect frequently touched surfaces and objects, such as toys, doorknobs, and mobile devices.

The Flu

- Influenza—or the flu—is a contagious respiratory illness caused by influenza viruses that infect the nose, throat, and lungs. Some people, such as older people, young children, and people with certain health conditions, are at higher risk of serious flu complications
- While the flu and common colds can have similar symptoms, flu usually comes on suddenly and often has more severe symptoms, which may include:
 - Fever / Chills
 - Cough
 - Sore throat
 - Runny / Stuffy nose
 - Muscle / Body aches
 - Headaches
 - Fatigue (tiredness)
 - Vomiting / Diarrhea (more common in children than adults)



Preventing the Flu

- The single best way to reduce the risk of flu and its potentially serious complications is to get vaccinated each year.
- Good health habits also help protect yourself and others from flu and help stop the spread of germs:
 - **Avoid close contact** with people who are sick. When you are sick, keep your distance from others to protect them from getting sick too.
 - **Stay home** from work, school, and errands when you are sick. If you must leave home, wear a facemask.
 - **Cover your mouth and nose** with a tissue when coughing or sneezing. (Flu viruses spread mainly by droplets made when people with flu cough, sneeze or talk.)
 - **Clean your hands often.** If soap and water are not available, use an alcohol-based hand sanitizer.
 - **Avoid touching your eyes, nose and mouth.**
 - **Clean and disinfect frequently** touched surfaces at home, work or school, especially when someone is ill.
 - Get plenty of **sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.**

Caterpillar's U.S. Flu Vaccine Benefit

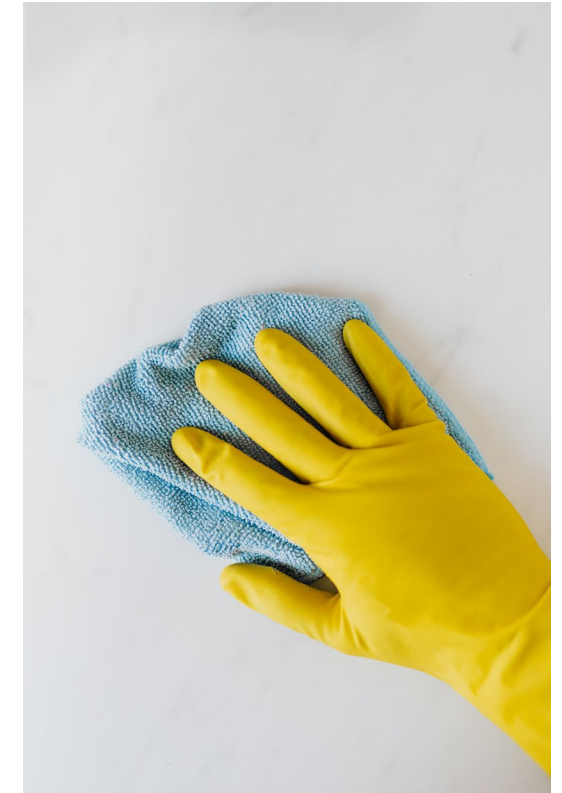
- Caterpillar insurance plans cover flu shots for active employees at **100%** under preventive guidelines when administered by an in-network provider.
- Many Caterpillar locations also offer onsite flu shots to active employees each year from September to December.
- For more information on Caterpillars U.S. employee flu vaccine benefit, contact your local medical station or call Total Health Services at **877-838-0596**.



The Centers for Disease Control and Prevention (CDC) recommends everyone six months and older get an annual flu vaccine.

Routine Cleaning

- Cleaning with a household cleaner that contains soap or detergent reduces the amount of germs on surfaces and decreases risk of infection from surfaces. In most situations, cleaning alone removes most virus particles on surfaces.
- Clean high-touch surfaces regularly and after you have visitors in your home, using a product suitable for each surface.
 - Focus on high-touch surfaces such as doorknobs, tables, handles, light switches, and countertops.
- Clean other surfaces in your home when they are visibly dirty or as needed.
- Have everyone in your household wash hands often, especially when returning from outside activities.



Disinfecting and Sanitizing

- Disinfect your home when someone is sick or if someone you suspect is sick has been in your home within the last 24 hours.
- Many products recommend keeping the surface wet with a disinfectant for a certain period of time (look at the “contact time” on the product label).
- Ensure adequate ventilation while using any disinfectant by keeping doors and windows open and using fans to help improve air flow.
- Immediately after disinfecting, wash your hands with soap and water for 20 seconds. Be sure to wash your hands immediately after removing gloves.
- Always follow the directions on the label of cleaning and disinfection products to ensure safe and effective use. You may need to wear personal protective equipment, such as gloves, goggles, or glasses, depending on the directions on the product label. Do not mix products or chemicals.



Sources

- Centers for Disease Control and Prevention ([cdc.gov](https://www.cdc.gov))
- World Health Organization ([who.int](https://www.who.int))