

Clean Hands Save Lives!

As SRJC's Flu Task Force has communicated in previous articles about the H1N1 flu, keeping hands clean is one of the most important steps we can take to avoid getting sick and spreading germs to others. It is best to wash your hands with soap and clean running water for 20 seconds. However, if soap and clean water are not available, use an alcohol-based product to clean your hands. Alcohol-based hand rubs significantly reduce the number of germs on skin and are fast acting.

WHEN WASHING HANDS WITH SOAP AND WATER:

Wet your hands with clean running water and apply soap. Use warm water if it is available.

Rub hands together to make lather and scrub all surfaces.

Continue rubbing hands for 20 seconds. Need a timer? Imagine singing "Happy Birthday" twice through to a friend!

Rinse hands well under running water.

Dry your hands using a paper towel or air dryer. If possible, use your paper towel to turn off the faucet

WHEN USING AN ALCOHOL-BASED HAND SANITIZER:

Apply product to the palm of one hand.

Rub hands together.

Rub the product over all surfaces of hands and fingers until hands are dry.

WHEN SHOULD YOU WASH YOUR HANDS?

Before preparing or eating food.

After going to the bathroom.

After changing diapers or cleaning up a child who has gone to the bathroom.

Before and after tending to someone who is sick.

After blowing your nose, coughing, or sneezing.

After handling an animal or animal waste.

After handling garbage.

Before and after treating a cut or wound.

Information about the H1N1 flu and much more can be accessed at <http://www.cdc.gov/cleanhands/>.

Dates Scheduled For Mandatory Time Off

The MTO Task Force and President Agrella have determined the dates to schedule time off for the MTO salary reduction for classified employees and members of the management team:

WEDNESDAY, DECEMBER 23, 2009 - 1 DAY

THURSDAY, DECEMBER 24, 2009 - 1 DAY

MARCH 15-19, 2010, SPRING BREAK - 5 DAYS

The 2.8 percent salary reduction for classified staff equates to 7.5 days for a 12 month employee. The 3.0 percent salary reduction for management team members equates to 8.0 days. The remaining half day for classified employees and full day for management employees will be determined and agreed upon between employees and their supervisors. A Notice of Absence Form is not required to report this time taken. Note: Classified employees who work less than 12 months should talk to their supervisor to review the work calendar and to determine the dates to utilize MTO hours.

