



XII. Sample Newsletter Article on Good Health Habits

Help Keep Our Community Healthy!

As a member of our [Insert your organization's name] family, your health is important to all of us. In an effort to keep everyone healthy and limit the spread of germs, please practice the following simple, yet essential, good health habits.

Cough and Sneeze Etiquette

- Never cough or sneeze into your bare hand. Cover your nose and mouth with a tissue to avoid spreading germs and then throw the tissue into the trash.
- Don't have a tissue handy? Cough or sneeze into the bend of your arm. It may feel strange at first, but soon it will come naturally.
- Wash your hands as soon as possible after coughing or sneezing. Use alcohol-based hand gel, if soap and water are not available.

Hand Washing Etiquette

- Always wash your hands:
 - after blowing your nose, coughing, or sneezing;
 - after touching your eyes, nose, or mouth;
 - after using the bathroom;
 - after being near someone who is ill;
 - after touching things handled by many people;
 - before and after eating or drinking; and
 - after handling garbage.
- Wash your hands thoroughly:
 - Wet your hands with warm running water.
 - Scrub between your fingers, on the backs of your hands, and under your nails for the amount of time it takes you to sing the "Happy Birthday" song twice.
 - Dry your hands with paper towels or an electric hand dryer.
 - Use a paper towel when you turn off the tap.
- If soap and water aren't available, use alcohol-based disposable hand wipes or gel sanitizers, keeping hands wet for 10-15 seconds.

Keep your telephones, computers, and other frequently touched machines or equipment clean and regularly disinfected.



These simple activities can have a big impact on the health of our community. We ask that you practice these good health habits, and we encourage you to implement them at home as well.

This information is brought to you by the U.S. Department of Health and Human Services.