This Guideline is issued jointly by the Office of Emergency Preparedness, the University Chief Health Officer, the Office of Risk Management, and OSEH to provide minimum standards for guidance and consistency in use and placement of hand sanitizer dispensers at the University of Michigan Ann Arbor and regional campuses. This guideline is not applicable to state regulated health care facilities.

**SUMMARY:**
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 warm water for 20 seconds. However, recognizing that washing hands with soap and water is not always an option, we recommend placing non-alcohol based hand sanitizer dispensers in your facilities. Non-alcohol containing sanitizers are recommended to eliminate flammability concerns in University buildings.

To help limit the spread of illness, the University Committee on Hand Sanitizing recommends departments purchase benzalkonium chloride (BAK) hand sanitizers. BAK's are non-alcohol based sanitizers that studies have shown are effective at killing the influenza virus in lieu of the flammable alcohol based material.

**PROCEDURES:**

**Placement:** Units should consider placing BAK's at dining facilities, shared equipment spaces (computer labs), residence halls, athletic facilities, buses, child care centers, public spaces/lobbies entrance areas, meeting rooms and other high traffic areas during illness outbreaks. Specific dispenser placement considerations should be given to insure chosen location does not obstruct or otherwise impede egress from the space.

**Purchasing:** Departments may purchase hand sanitizers containing 0.13% benzalkonium chloride (BAK) from several University contract suppliers. Orders may be placed through M-Marketsite or directly with the supplier. Products under contract have discount pricing, are available on M-Marketsite, and use ShortCodes.

Supplier contact names, product information, and phone numbers, are posted at [http://www.finance.umich.edu/procurement/BAK-hand-sanitizers](http://www.finance.umich.edu/procurement/BAK-hand-sanitizers)
How to Use:
- Apply product to the palm of one hand
- Rub hands together
- Rub the products over all surfaces of hands and fingers until hands are dry
- Do not towel dry

When to Use:
- Before preparing or eating food
- Before and after tending to someone who is sick
- After blowing your nose, coughing, or sneezing

REFERENCES: National Fire Protection Association (NFPA)

TECHNICAL SUPPORT: Contact the Office Emergency Preparedness at 615-5781 or OSEH at 647-1143 for reference materials.