HOW TO
Keep Yourself & Others Well

HOW TO
Keep Yourself & Others Well

The provided information is for informational purposes only and should not be construed as a substitute for professional medical advice. Always seek the advice of your physician or other qualified healthcare providers with any questions you may have.

Contents

Introduction: Why Prevention Is Important

Some diseases are said to be caused by harmful bacteria or viruses, commonly called *germs*. Infections caused by germs can be mild, such as the common cold, but others can be severe or even life-threatening, such as influenza, food poisoning and strep throat.

Germs can be spread from person to person, such as by a cough, sneeze or handshake. Germs can also be transmitted by touching something an infected person has touched, such as a countertop or a pet. Another way germs are spread is by consuming infected food or drink. Coming in contact with insects or other animals that carry infection can also transmit germs.

That disease can spread is not an unknown datum. What may not be known, however, is that contagion is possible during incubation periods—the period before the person shows symptoms and realizes he is sick. Hence safety precautions must be in place at all times to reduce the risk of spreading disease.

Implementing the basic guidelines given in this booklet can prevent illness from occurring in the first place. ■

General Health

Your body naturally fights germs and environmental toxins. To further safeguard and protect your body from illness, the following precautions help:

1. Get plenty of sleep.

2. Eat regular meals consisting of nutritious food.

3. Exercise regularly.

Personal Hygiene

Maintaining good personal hygiene is an effective way to prevent germs from spreading and to prevent the transmission of communicable diseases.

1. Wash your hands.

   Hand washing is one of the most effective ways of preventing the spread of germs. Wash your hands regularly, particularly after the following activities:

   a. Blowing your nose, coughing or sneezing
   b. Using the bathroom
   c. Before, during and after food preparation
   d. Before and after eating
   e. Before and after caring for an ill person
   f. Before and after treating a cut or wound
   g. After handling garbage
   h. After touching an animal, its feed or waste

   When washing your hands, use soap and hot water. Scrub your hands thoroughly for at least twenty seconds, then rinse and dry them using a clean towel or air-dry them. Use a towel to turn off the faucet.

2. Use hand sanitizers.

   Hand sanitizers can be used but are not a substitute for hand washing. They are used in addition to hand washing or in a situation where soap and water are not available. Use a hand sanitizer with at least 60% alcohol content.

3. Limit sharing of personal items.

   To avoid spreading germs, don't share utensils, drinking glasses, cups or other dishes. Also don't share towels, bedding, combs, brushes, razors or other personal items.

4. Avoid hand-to-face contact.

   Your skin acts as a barrier to germs, but your eyes, nose and mouth are more vulnerable. Wash your hands thoroughly before touching your face, eating or drinking.

5. Avoid ill individuals.

   Avoid contact with ill individuals and insist they isolate themselves from others until they have recovered and are symptom free.

6. Avoid contact with pets and other animals while sick.

   If an ill individual pets his cat or dog, for instance, he may leave germs on the pet's fur that can be transmitted to others who pet the animal later. ■

Cleaning and Sanitizing

Proper hygiene is an important part of preventing the spread of contagious diseases. An area used by a large number of people requires frequent cleaning and sanitizing.

Dirt can be seen and wiped away. But while cleaning a space makes it free from dirt or other impurities, cleaning alone will not remove all germs that may be residing on a surface.

Sanitizing removes what can't be seen—disease-causing microscopic organisms, such as bacteria and viruses. So once a surface has been cleaned, it is important to sanitize any commonly touched surfaces for proper hygiene.

Products to Use for Sanitizing

1. To sanitize a surface, use a standard disinfectant, such as hydrogen peroxide. Use any concentration between 3% (common household grade) and 7.9%.

2. Another effective disinfectant is grain alcohol or rubbing alcohol. Use alcohol-based products with at least 70% alcohol. Do *not* use products with an alcohol content above 90%, as these will evaporate before killing viruses.

3. You can also use a bleach-and-water solution of 1/12 cup (4 teaspoons) of bleach per 1 quart of cool water (20 ml bleach per 1 liter of cool water). When preparing a bleach solution, always check the bottle's expiration date to ensure the bleach has not expired.

   Note: *Never* mix bleach with *any* other cleaning solution or liquid except water.

4. Always read and follow the manufacturer's instructions for how to apply the disinfecting product, including the length of time it should be left on a surface.

Areas to Sanitize

1. Clean and sanitize frequently touched common surfaces and high-traffic areas in your home and workplace several times a day, depending on frequency of use:

   Children's areas
   Doorknobs
   Stair rails
   Countertops
   Phones
   Desktops
   Tables
   Chair arms
   Any other frequently touched common surfaces

2. Sanitize your bathroom(s):

   Doorknobs
   Sink areas
   Showers
   Toilets

3. If you use a vehicle to travel, sanitize the surfaces:

   Steering wheel
   Door handles
   Any other frequently touched surfaces ■

Handling Illness or Its Symptoms

If you become sick or have symptoms that may indicate you are sick, avoid contact with others and seek proper medical care as necessary.

Isolation

Isolation means separating yourself so that no germs are passed on to others.

When you are ill or suspect you are ill with a communicable disease, limit contact with others. Do not go to work or out in public if you can avoid it.

At home, you can take measures to help minimize risk to others if you live in shared quarters:

Sleep in a separate room.

Use a different bathroom than others in the household.

Avoid common areas of the home.

Avoid pets.

Have your laundry cleaned separately from others' laundry.

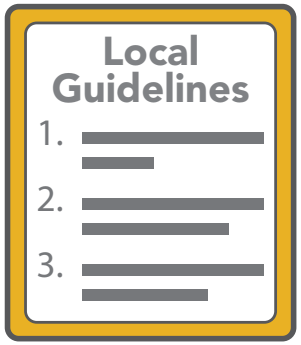
Use disposable dishes and utensils or, at least, do not allow others to wash your eating utensils. ■

Outbreaks

In the rare situation of an infectious disease outbreak in your area, there are additional precautionary actions you should take at home and at work.

Adherence to Local Regulations and Guidelines

If authorities issue local regulations, precautions or procedures to prevent the spread of a communicable disease, follow these while they are in place.



Contact with People

During an infectious disease outbreak, avoid physical contact with other people, including the following types of contact:

Handshakes

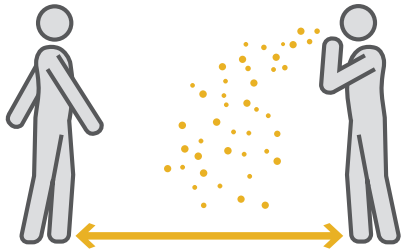
High-fives

Fist bumps

Kissing

Hugging

Social Distancing



Because germs can spread through coughs and sneezes, during an outbreak of a disease, it is recommended that you keep some distance between yourself and other people.

While communicating with others, eating or engaging in other social situations, maintaining some distance will help keep you and others illness free.

Face Masks

Surgical face masks can help limit the spread of germs that can occur when an ill person talks, coughs or sneezes. By wearing these masks, ill persons can help prevent spreading disease to others.

Wear a face mask if you are ill with a communicable disease or suspect you are.

You should also wear a face mask if you are likely to come in contact with infected persons. Masks should be changed, minimally, once a day or as soon as they get moist.

Surgical face masks are usually readily available from local pharmacies and online retailers, such as Amazon.

How to Put on a Face Mask

1. Before putting on a face mask, wash your hands with soap and water.

2. Inspect the mask to make sure it has no obvious tears or holes that would render it ineffective.

3. Determine which side of the mask is the front. The colored side of the mask is the side that faces away from you.

4. Determine which side of the mask is the top. If the mask has a stiff, bendable edge, this is meant to mold to the shape of your nose and is the top.

5. If your mask has elastic bands that fit over your head, hold the mask on your face while stretching the bands over your head to secure it in place.

6. Pull the bottom of the mask over your mouth and chin.

Extra Precautions at Home and Work

1. Clean and sanitize frequently touched common surfaces and high-traffic areas in your home and workplace more often than normal:

   Children's areas
   Doorknobs
   Stair rails
   Countertops
   Phones
   Desktops
   Tables
   Chair arms
   Any other frequently touched common surfaces

2. Sanitize your bathroom, kitchen and vehicle more frequently than usual.

3. Find directions on any specific disinfectant to use for the type of outbreak. You may need to use a product that kills a specific bacteria or virus. ■

Summary

By following the guidelines and precautions in this booklet, you can help prevent the spread of illness and maintain a healthy environment.

Glossary

bacteria: very small organisms consisting of one cell that can be seen only through a microscope. Bacteria exist almost everywhere, including in and on the human body. Some are helpful, such as bacteria that aid in digestion. Others can have harmful effects, such as those causing tooth decay or diseases. Page 1.

bleach: a strong chemical used for cleaning that kills harmful bacteria and germs. Page 8.

communicable: able to be passed from one person to another person. Page 4.

contagious: able to be passed from one person to another, especially through physical contact or through the air. Page 7.

disinfectant: a chemical liquid that kills bacteria and other microscopic organisms. Page 8.

food poisoning: an illness caused by eating food that is contaminated with harmful bacteria. Page 1.

grain alcohol: a type of alcohol that is made from fermented grain. It is a colorless liquid with a sharp smell that has many uses, including killing bacteria and some viruses. Page 8.

hydrogen peroxide: a watery chemical compound used to kill disease-causing microscopic organisms and also as a bleach to lighten or remove the color from something. Page 8.

hygiene: clean or healthy practices that are necessary for preservation of good health. Page 4.

incubation: the phase in the development of a disease between the time someone is infected and the time the first symptoms of the disease appear. Page 1.

infectious: contagious and able to be passed from one person to another. Page 13.

isolate: completely separate someone with a disease from other people so that the disease will not spread. Page 5.

sanitizer: a substance or preparation for killing disease-causing microscopic organisms. Page 5.

soap: a substance used for washing or cleansing purposes. Solid or liquid, it should be made of organic substances that, when mixed with water, make a solution that then takes unwanted substances into the solution, making it possible to rinse them away, resulting in a clean product. Page 4.

strep throat: an infection of the throat caused by a type of bacteria called *streptococcus*. Strep throat causes a sore throat, fever and weakness. Page 1.

symptom: a change in the body indicating that someone has an illness. Page 1.

virus: an infectious source of disease in the body that is too small to be seen through a regular microscope. They can infect human beings with the common cold or more serious diseases. Page 1.

Courtesy of
Church of Scientology International