

How you should cough or sneeze, to avoid spreading lots of germs

Cover your cough

- when you cough or sneeze, cover your nose and mouth with a tissue
- throw away your tissue, into a proper bag or bin, as soon as you've used it; - **Bag it and Bin it** and wash your hands with liquid soap and water

Wash your hands frequently:

On days when you are coughing, sneezing or blowing your nose, wash your hands often with liquid soap and water - or use wipes or gels.

Washing your hands is the single best way that you can help stop spreading germs that cause illness with coughs and sneezes.

How to wash and dry your hands with liquid soap and water

- 1 Wet your hands with warm water, then add liquid soap.
- 2 Rub in the liquid soap, while you count to fifteen. Make sure you rub:
 - the backs of your hands and the backs of your fingers
 - your fingernails
 - your fingertips
 - the skin between your fingers
- 3 Rinse your hands under warm running water
- 4 Dry your hands with a hot-air blower or a disposable paper towel – remembering to throw the used towel in the bin.

If you are wearing any rings or bracelets, take them off before washing your hands. If you have any cuts or scratches, cover them with a clean dressing.

Scottish Government / HPS 2008.