

## Hand sanitizing relay instructions

### Preparing for your relay

- Once you have decided to do a relay, submit a short information form to WHO so a record of how many hospitals taking up the challenge can be collected  
[http://www.who.int/gpsc/5may/EN\\_PSP\\_GPSC1\\_5May\\_2015/en/](http://www.who.int/gpsc/5may/EN_PSP_GPSC1_5May_2015/en/)
- Advertise/tell everyone in the health-care facility about the relay - you can use the poster provided on the WHO web page to do this
- Tell staff to practice the 6-step recommended WHO technique for hand cleansing with alcohol-based handrub and explain the plans for the relay – consider holding a meeting(s) to do this – find a Hand Sanitizing Relay Procedure here  
[http://www.who.int/gpsc/5may/EN\\_PSP\\_GPSC1\\_5May\\_2015/en/](http://www.who.int/gpsc/5may/EN_PSP_GPSC1_5May_2015/en/)
- Make sure you have enough alcohol-based handrub available for the relay activity as everyone involved will be expected to use this to clean their hands
- Create a record sheet so that staff can write their names and sign on the day, and can be commended for their contribution to the relay. This also demonstrates that staff did not take part in the relay more than once and provides the total number of staff who took part in your relay
- Identify two independent senior members of staff\* to observe and verify every person's actions in the relay
- Identify an area large enough for the relay to take place but with a 'perimeter' so that all those officially involved can be uninterrupted during the relay
- Plan for a photographer to be in attendance, including a video of the event if possible
- Decide if your facility will submit the relay activity for a Guinness World Record, if so let WHO know through the information form so that you can be linked with a project manager from the WHO Collaborating Centre in Geneva for more information – this is essential to be sure all relay rules for a world record are followed\*
- Decide if you will conduct pre and post relay compliance monitoring to submit to the WHO Collaborating Centre – if you choose to do this, you will be sent more information upon completion of the WHO Relay Information Form.

### How to conduct your relay

- Have everyone sign the record sheet within the area cordoned off for the relay activity – use barriers if you need to ensure other people do not interrupt the relay
- Ensure the official observers are in position and are ready to observe every member of staff (a video of the event can be very useful in checking the technique of every staff member afterwards)
- Follow the instructions in the Hand Sanitizing Relay procedure - use a loud horn to signify the start of the relay  
[http://www.who.int/gpsc/5may/EN\\_PSP\\_GPSC1\\_5May\\_2015/en/](http://www.who.int/gpsc/5may/EN_PSP_GPSC1_5May_2015/en/)
- Take photographs/a video of the relay activity.

\*Note, if you are applying for a world record information about observers and when staff can leave the designated area will be confirmed in the further information.

### Some things to do after your relay

- Send your photographs, links to your video, any press statements, etc about your relay to [handhygienerelay@who.int](mailto:handhygienerelay@who.int) (you can use WeTransfer or Dropbox to transfer if files are too big).
- Display your certificate from Professor Didier Pittet at the WHO Collaborating Centre once you received it so that all staff will know their involvement has been acknowledged.