HANDBOOK

A GUIDE TO INTEGRATED HAND WASHING WITH SOAP COMMUNICATION

For use by commune and village health workers
PREFACE

As a counter measure to recent breakouts of pandemic diseases in Vietnam, including SARS, influenza A (H5N1, H1N1), hand, foot, and mouth disease, and other fecal-oral transmitted diseases, the health sector has made relentless efforts to promote sanitation and hygiene among local communities. This includes promoting hand hygiene as a measure to prevent the risks of disease transmission. It is a proven fact that hand washing with soap (HWWS) is an easy, inexpensive yet highly effective measure to reduce the spreading of diseases. In addition, HWWS communication can be integrated easily and effectively in programs that focus on improving sanitation, hygiene, and community health.

With an aim to scale up HWWS communication activities and with the support of the World Bank’s Water and Sanitation Program, the Vietnam Health Environment Management Agency under Ministry of Health recently developed this handbook, “A Guide to Integrating Hand Washing with Soap Communication - for use by health sector’s management staff at national, provincial, and district levels”. This handbook contains key information on HWWS and provides general guidelines on how to integrate HWWS communication into other relevant programs. This guide is intended to support management staff working at various levels of the health sector to integrate HWWS communications into their sanitation, hygiene, and/or community health programs.

This handbook was developed using reference information from existing HWWS guidelines and documents issued by the health sector, as well as information collected through field visits to Ha Nam, Nghe An, Tien Giang, and Yen Bai provinces. Despite efforts made by the team, this handbook may still have limitations. The drafting team welcomes feedback and comments from organizations and individuals users to further improve the handbook.

On behalf of the drafting team

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**ABBREVIATIONS**

<table>
<thead>
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<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>VWU</td>
<td>Vietnam Women's Union</td>
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<td>HWWS</td>
<td>Hand Washing With Soap</td>
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<td>UNICEF</td>
<td>United Nations Children's Fund</td>
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<td>VIHEMA</td>
<td>Vietnam Health Environment Management Agency</td>
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<td>PH</td>
<td>Preventive Health</td>
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<td>WB</td>
<td>The World Bank</td>
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<td>WHO</td>
<td>World Health Organization</td>
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<td>WSP</td>
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PART I: IMPORTANCE OF HAND WASHING WITH SOAP (HWWS)

1. IMPORTANCE

Scientists have concluded that each square centimeter of human skin is home to some 40,000 bacteria. The number is even higher on hands because hands are in frequent contact with many everyday objects that may contain bacteria. That is why hands are usually the vectors that carry fatal contagious diseases to the human body including acute infectious diarrhea, cholera, influenza A (H5N1, H1N1) – diseases which are responsible for the majority of child deaths, especially among those under five. Hand washing with soap provides (HWWS) a simple and effective barrier that interrupts this disease transmission route and can save millions of children each year.

HWWS before contact with food and after contact with feces can reduce the risk of diarrhea by 47%\(^1\) and pneumonia by 50% among children under five.\(^2\) HWWS is the second most cost-effective intervention among all water and sanitation interventions, reducing the risk of diarrhea by 37% among under five children\(^3\). Although the effectiveness of HWWS has been proven, in rural areas of Vietnam, the rate of people practicing HWWS remains very low. A survey report on rural sanitation jointly conducted in 2006 by Ministry of Health and UNICEF indicated that:

- Only 12% of people washed their hands with soap before meals;
- 12.2% of people washed their hands with soap after urination;
- 15.6% of people washed their hands with soap after defecation;
- The rate of HWWS among mothers and child care providers is 5% while up to 60% of child caring mothers don’t think HWWS is necessary.
- 4.6% of students wash their hands after urination and 11.5% of students wash their hands after defecation.

Not washing their hands with soap is causing an estimate of 60% to 70% of parasitic worms in children and related diseases in rural Vietnam. Among the 23% of malnourished children under six years old, 5% are malnourished as a result of their mother’s failure to keep good personal hygiene, which includes failure to practice HWWS\(^4\). From the economic point of view, Vietnam loses around USD1 billion each year, or 2% of its GDP, due to bacterial foodborne diseases.

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\(^3\) Other interventions include water treatment at the taps, environmental sanitation, personal hygiene, education of hygiene, water treatment at the source, large scale water supply (private owned), and water supply improvement (state owned). Evidences: Water, Sanitation, and Hygiene Interventions – Summary of reference document: Dec 2009, compiled by Peter van Maanen, WASH, UNICEF, New York

\(^4\) Ministry of Health’s statistics
Given the benefits and limited practice of HWWS in Vietnam, it is critical that HWWS promotion activities are strengthened to raise awareness among the larger community, with a focus on child rearing mothers, caretakers of children under five, and primary school students to protect community health.

2. HWWS PROMOTION EFFORTS IN VIETNAM

Hygiene promotion, including HWWS behavior change communication, involves only a minimal cost yet yields much higher impacts when compared with other communication interventions. The annual cost of health-promoting HWWS communication is only USD3 per person while inoculating one person to prevent diarrhea costs USD2,700[^5]. Based on this understanding, with the support of domestic and international donors, the government of Vietnam has implemented various communication and behavior changing promotion campaigns as part of various healthcare, sanitation, and hygiene programs at local levels, including:

- **HWWS promotion implemented under the sanitation component of the National Target Program (NTP) on Rural Water Supply and Sanitation 2011 – 2015.** The NTP is implemented in 63 provinces and cities across the country with the aim of improving water and sanitation facilities as well as promoting environmental sanitation and hygiene among rural people.

- **The Ministry of Health has also cooperated with the World Bank (WB), United Nations Children’s Fund (UNICEF), and the Unilever Vietnam Foundation to raise awareness on HWWS with a focus on the school system and direct communications in the community through the implementation of such programs as “Environmental Sanitation” and “Improving Public Health through Behavior Changing in Hygiene and Sanitation” in various provinces.** Evaluation of the programs financed by the Unilever Vietnam Foundation indicated that the number of households having a latrine increased to 39.3% from 27.5%; number of households having soap increased to 93% from 35.5%; HWWS before meals and HWWS after using the restroom increased to 54% from 6.1% and 63.8% from 14.6%, respectively.

- **The HWWS communication initiative funded through the World Bank’s Water and Sanitation Program has been implemented by Health Environment Management Agency and Vietnam Women’s Union (VWU) since 2006.** The project aims at reducing the incidence of and death from diarrheal diseases in children under five through HWWS communication activities that targets women ages 18 – 49 years children ages 6 – 10 years. As a result of communication activities conducted by village level health workers and Women’s Union members in 25 provinces, the project has reached 2.1 million women and children and provides a strong foundation for HWWS behavior-changing communication to be scaled up in Vietnam.

- **The Ministry of Health has conducted various communication activities with the consistent message that HWWS is one of the highly effective measures to prevent disease transmission during disease outbreaks such as the A-type influenza (H5N1, H1N1), foot-hand-mouth disease, SARS, and diarrhea.**

[^5]: The World Bank
In addition, HWWS has also been incorporated in other project areas of environmental sanitation and public health in many different localities across the country with the support of various international organizations including the Danish International Development Agency, Australian Development Assistance Agency, the European Commission, Netherlands Development Organization, Care, East meet West, Plan International in Vietnam and Habitat.

PART II: THE CONCEPT OF INTEGRATED HWWS COMMUNICATION AND PROGRAMS IN WHICH HWWS COMMUNICATION CAN BE INTEGRATED

1. THE CONCEPT OF INTEGRATED HWWS COMMUNICATION

Integrated HWWS communication is the systematic and intentional incorporation of HWWS communication activities into communication activities in related programs and projects to significantly promote the practice of HWWS, increase the number of beneficiaries, provide more effective public healthcare, and achieve better cost-effectiveness.

Integrating HWWS communications should be guided by the following principles:
- Incorporation should contribute to the program and/or project’s overall goal, and be incorporated upon the agreement of the program and/or project’s managing agency;
- Incorporation should promote behavior changes in HWWS to contribute to the program and/or project’s objectives related to public health;
- Incorporation should never create an overwhelming burden for the communication officers;
- Incorporation should be done on a regular and systematic basis.

2. IMPORTANCE OF INTEGRATED HWWS COMMUNICATION

Integrating HWWS communication into other programs such as health, environmental sanitation, or personal hygiene can increase effectiveness due to the ability to scale up and reach more diverse populations who are beneficiaries of these existing programs. For instance, when integrated in a child nutrition program, HWWS communication will be able to reach millions of mothers and care providers across the country. On the other hand, mother and care providers’ understanding the importance of HWWS and consistent practice of handwashing will help them to provide better care for their children, which could help reduce child malnutrition. When integrated in a disease prevention program, HWWS will help to eliminate the transmission route and contribute to the control of disease transmission.

Incorporation of HWWS communication in other programs and/or projects can also save resources. The cost of integrating HWWS communication into other programs costs less than a standalone HWWS program. In a standalone program, the management and implementation costs, which is by far more expensive than the investments costs for HWWS (e.g.: soap, clean water). The management and
implementation costs of standalone programs prohibit the scale up of activities, thereby reducing the number of beneficiaries. On the contrary, when integrated in programs such as promotion of breastfeeding, of which the majority of mothers across the country are beneficiaries, HWWS communication activities will be delivered without additional program overhead costs.

3. PROGRAMS INTO WHICH HWWS COMMUNICATION CAN BE INCORPORATED

Because HWWS is a behavior that can improve public health, this makes it suitable to be integrated in the following types of programs:

- **Child Malnutrition Prevention Program**: Prevention of child malnutrition, including breastfeeding promotion, is a national program funded by the Government and implemented nationwide. Beneficiaries of the program include pregnant women and mothers of children under five years old. Key program interventions include supplementation of vitamin A, treatment of worm infection, and vaccinations. The program possesses an extensive network of nutrition promoters present in over 98% of all villages across the country. HWWS communication should be incorporated in this program to benefit from its extensive base of beneficiaries and to contribute to its goal of reducing childhood malnutrition that may result from poor sanitation and hygiene.

- **Food Safety and Hygiene Program**: This is another nationally funded programs financed by the Government. The program’s target group for communication includes commercial food producers, traders, processors, as well as household consumers. All major media and the Vietnam Women’s Union massive system of over 11 million members have been engaged by the government to participate in the communication component of this program. Hence, incorporating HWWS communication in this program will bring messages to a massive base of audience in a large geographical area and will help to bring down the risk of bacterial contamination in the course of food processing.

- **Outbreak Prevention Program**: This program receives government funding on a yearly basis to control the outbreak and spread of contagious diseases including the influenza A (H5N1, H1N1), cholera, diarrhea, hand, foot, and mouth disease (HFMD) and SARS. HWWS communication should strengthen these programs as it contributes to the goal of disease prevention.

- **School-based Healthcare Program**: With government funding, the School-based Healthcare Program has been implemented in many provinces providing services to millions of school students. Many district-level medical clinics across the country have been active in collaborating with education institutions, especially schools, to promote healthcare issues and disease prevention including diarrhea, influenza A (H5N1, H1N1), HFMD, etc. Incorporating HWWS promotion in this program will help to inculcate good habit among young students and through them to influence other family members. This approach helps to build a sustained good habit that will likely be transferred to the next generation.

- **Expanded Program on Immunization**: This program is one of the national high priorities programs that are implemented in 100% communes throughout the
country. Beneficiaries of this program include children newborn to age five, pregnant women and women ages 15-49. The program is implemented on a monthly basis at commune-level medical centers. Incorporating HWWS communication in this program ensures that messages reach mothers and care takers throughout the country.

- **Other relevant programs and/or projects**: Beside the above-mentioned specific programs, HWWS communication may also be integrated in other programs and projects, including those focusing on prevention and control of HIV/AIDS, for example.

### PART III: GUIDANCE TO INCORPORATING HWWS COMMUNICATION

#### 1. STEPS TO HWWS COMMUNICATION INTEGRATION

Handwashing with soap integration involves several critical steps including preparation, implementation, monitoring and supervision and reporting. The specific activities listed below are general guidelines to refer to when incorporating HWWS in community health or sanitation programs. The actual implementation of these activities should be adjusted to meet the specific conditions of each locality and in line with instruction from higher levels.

<table>
<thead>
<tr>
<th>Steps</th>
<th>Activities</th>
<th>Objectives</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Preparation</td>
<td>Discuss possibilities for collaboration with relevant actors</td>
<td>Improve effectiveness of implementation</td>
<td>Involve Women’s Union, Youth’s Union, Farmer’s Union, etc.</td>
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<tr>
<td></td>
<td>Discuss possibilities for collaboration with relevant actors</td>
<td>Manage time and financial resources</td>
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<td></td>
<td>Identify time and location for activities</td>
<td>Ensure effective and timely implementation of activities</td>
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<tr>
<td></td>
<td>Assign staff to implement communication activities</td>
<td>Ensure sufficient human resources</td>
<td>Detailed responsibilities should be assigned to commune health workers, village collaborators and agency staff of the organizations involved in the HWWS activities</td>
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<td></td>
<td>Prepare necessary</td>
<td>Ensure timely</td>
<td>Soap, water,</td>
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<tr>
<td>Implementation</td>
<td>Implementation of HWWS communication activities</td>
<td>containers, dippers, clean towels, Illustrations, pictures</td>
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<tr>
<td>Materials and documents</td>
<td>Include HWWS messages when communicating about other health-related issues</td>
<td>Equip target audiences with knowledge on the benefits of HWWS, steps of hand washing with soap, and critical times to wash hands</td>
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<tr>
<td>Different forms of communication activities are included at the end as reference</td>
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<table>
<thead>
<tr>
<th>Monitoring, supervision, and reporting</th>
<th>-Record number of attendants and number of communication activities completed</th>
<th>-Document progress of communication activities</th>
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<td></td>
<td>-Observe and record the number of households having soap and clean water at a place convenient for handwashing (bathroom and kitchen areas)</td>
<td>-Share information and lessons learnt with relevant stakeholders</td>
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<td>-Statistics should be added to implementation reports</td>
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<tr>
<td></td>
<td>-Number of meetings/activities in which HWWS is discussed</td>
<td>-Number of participants</td>
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<tr>
<td></td>
<td>-Number of households with soap and clean water located near bathrooms and kitchen area</td>
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2. INTEGRATION OF HANDWASHING WITH SOAP COMMUNICATION INTO OTHER PROGRAMS

2.1. HWWS integration into Child Malnutrition Prevention Programs

*Step 1: Preparation*
- Identify appropriate activities to incorporate HWWS communication into including: de-worming, childhood immunization, supplementary food preparation events, appropriate child nutrition talks for parents, child care training and coaching sessions, etc.;
- Identify the time when these activities can take place;
- Make a plan to incorporate HWWS communication activities in the selected events and occasions;
- Discuss and cooperate with related actors including the Women’s Union and Youth’s Union to bring in participants and help conduct HWWS communication activities;
- Assign clear responsibilities to relevant staff;
- Prepare necessary equipment and items for HWWS communication including leaflets introducing steps of HWWS, appropriate messages, posters, and banners.

**Step 2: Implementation**
- Implement various HWWS communication activities in line with other programs or project activities - see guidance on communication tools described in section 5;
- HWWS communication integration should be able to convey the following key messages: 1) the health and NONHEALTH benefits of HWWS, 2) steps to HWWS, and 3) the critical times for HWWS.

**Step 3: Monitoring, supervision, and reporting**
- Keep a record of the number of participants;
- Summarize data from all HWWS integration activities to include in regular reports.

### 2.2. HWWS incorporation in Food Safety and Hygiene Program

**Step 1: Preparation**
- Identify appropriate activities in which HWWS communication can be incorporated, including “One million safe and hygienic meals” contests, “Healthy and Hygienic Family Meals” events; “Cuisine Club’s session on Food Safety and Hygiene for Family and community Health”, “Safe Kitchen”, “Hygienic Food Processing” models, “Street Food Safety” events, etc.;
- Identify the time when these activities can take place;
- Make a plan to incorporate HWWS communication activities in the selected events and occasions;
- Discuss and cooperate with related actors including the Women’s Union and Youth’s Union to bring in participants and help conduct HWWS communication activities;
- Assign clear responsibilities to relevant staff;
- Prepare necessary equipment and items for HWWS communication including leaflets introducing steps of HWWS, appropriate messages, posters, and banners.

**Step 2: Implementation**
- Implement various HWWS communication activities in line with other programs or project activities - see guidance on communication tools described in section 5;
- HWWS communication integration should be able to convey the following key messages: 1) the health and NONHEALTH benefits of HWWS, 2) steps to HWWS, and 3) the critical times for HWWS.

**Step 3: Monitoring, supervision, and reporting**
- Keep a record of the number of participants;
- Summarize data from all HWWS integration activities to include in regular reports.

### 2.3. HWWS incorporation in Epidemic Prevention Program
Step 1: Preparation
- Identify the specific Epidemic Prevention Program being implemented;
- Identify the time when these activities can take place;
- Make a plan to incorporate HWWS communication activities in the selected events and occasions;
- Discuss and cooperate with related actors including the Women’s Union and Youth’s Union to bring in participants and help conduct HWWS communication activities;
- Assign clear responsibilities to relevant staff;
- Prepare necessary equipment and items for HWWS communication including leaflets introducing steps of HWWS, appropriate messages, posters, and banners.

Step 2: Implementation
- Implement various HWWS communication activities in line with other programs or project activities - see guidance on communication tools described in section 5;
- HWWS communication integration should be able to convey the following key messages: 1) the health and NONHEALTH benefits of HWWS, 2) steps to HWWS, and 3) the critical times for HWWS.

Step 3: Monitoring, supervision, and reporting
- Keep a record of the number of participants;
- Summarize data from all HWWS integration activities to include in regular reports.

2.4. HWWS incorporation in School-based Healthcare Program
Step 1: Preparation
- Discuss with local schools and educational institutions to incorporate HWWS communication in the school’s education events;
- Make a plan to incorporate HWWS communication activities in the schools’ disease prevention and student healthcare programs;
- Assign clear responsibilities to relevant staff;
- Prepare necessary equipment and items for HWWS demonstration including leaflets introducing steps of HWWS, appropriate messages, posters, and banners.

Step 2: Implementation
- Conduct HWWS communication activities in the forms of story telling or games.

Step 3: Monitoring, supervision, and reporting
- Monitor and keep statistics of HWWS integration activities and events;
- Synthesize data to include regular reports on the number of participating students, teachers and schools.

2.5. HWWS incorporation in Expanded Program on Immunization
Step 1: Preparation
- Identify the local day of monthly immunization;
- Make a plan to incorporate HWWS communication messages;
- Assign clear responsibilities to relevant staff;
- Prepare necessary equipment and items for HWWS demonstration including leaflets introducing steps of HWWS, appropriate messages, posters, and banners.

Step 2: Implementation
- Conduct HWWS communication activities on the immunization day
- Use direct communication skills, leaflets, posters, banners, etc. with suitable messages;
- Focus on steps of proper HWWS techniques and critical times in HWWS;

**Step 3: Monitoring, supervision, and reporting**
- Keep a record of the number of participants;
- Summarize data from all HWWS integration activities to include in regular reports.

3. **ROLES AND RESPONSIBILITIES OF COMMUNE HEALTH WORKERS**
   - Cooperate with agencies and organizations at the commune level, especially the Women’s Union and Farmer’s Union, to incorporate HWWS communications into their meetings and club sessions
   - Provide guidance to the village health workers regarding the messages and forms of HWWS communication
   - Include information related to HWWS communication in the implementation report of programs in which HWWS communication is integrated
   - Recommend supports needed

4. **ROLES AND RESPONSIBILITIES OF VILLAGE HEALTH WORKERS**
   - Conduct integrated HWWS communication activities with the messages and forms as instructed by the commune health clinic
   - Provide regular implementation reports
   - Recommend technical and financial supports needed

5. **COMMUNICATION TOOLS**
   Handwashing with soap communication can be incorporated in many community events including meetings, club events, cultural activities, and family visits. The messages and forms of communication can be selected based on the specific context and conditions where the events take place. In any program, however, the communicator must be able to convey key messages including: 1) the health and NONHEALTH benefits of HWWS, 2) the steps for HWWS, and 3) the critical times to HWWS. Below is a brief introduction of some popular communication tools.

5.1. **Village meetings, group meetings**
   Handwashing with soap communication in village meetings is a form of direct communication conducted by village health workers targeting a specific group of audience or household representatives. At the end of any village meeting or program meeting, village health workers can take 30 minutes to provide guidance on how to practice effective hand washing with soap.

Specific steps of such presentation include:

**Preparation:**
- Prepare soap and clean towels. Hand washing with soap should be conducted where there is running clean water. If not, village health workers can prepare buckets, containers, and dippers.
- Bring the illustrations of disease transmission routes and steps of proper HWWS technique

Implementation:
- **Question:** Do you usually wash your hands with soap? Invite 2 - 3 answers
- **Question:** When to you usually wash your hands with soap? Invite 2 - 3 answers
- **Question:** Why do you think it’s necessary to wash your hands with soap? Invite 2 - 3 answers
- **Explanation:** Use the illustration of disease transmission routes and involvement of the hands to explain how disease-causing bacteria can penetrate the human body through hands.
- **Conclusion:** Our hands usually carry lots of bacteria that cannot be seen by the naked human eye. Hands can act as vectors through which disease-causing bacteria can penetrate the human body through the mouth, nose, or eyes. It is how dangerous contagious diseases such as diarrhea, cholera, dysentery, typhoid, and various respiratory diseases spread. These diseases can be largely prevented simply by washing our hands with soap in an appropriate way.
- **Question:** Looking at the illustration, can you tell when HWWS should be conducted? Invite 2 - 3 answers
- **Conclusion:** four critical times at which hands should be washed with soap:
  - Before preparing food
  - Before eating
  - After using the toilet
  - After cleaning the child

Note: Depending on the program in which HWWS communication is integrated, critical times in HWWS might be different (see part IV)
- **Demonstration of HWWS steps:** Explain six steps of HWWS while demonstrating
- Ask 2 – 3 participants to practice HWWS before the whole group
- **Question:** How do you feel after washing your hands with soap? Ask those who just participated in the HWWS practicing to share their feelings about their hands after washing them with soap
- **Reinforcing:** Ask two participants to repeat the steps of HWWS
- **Question:** Where do you keep soap and clean water at home? Ask some participants to answer.
- **Explanation:** Soap and clean water should be kept in the bathroom, kitchen, or within three meters from the bathroom to remind family members to practice HWWS at critical times.
- **Conclusion:** Emphasize that HWWS is very easy to do but very effective; ask participants to guide their family members to wash their hands with soap everyday and put soap and water at convenient places around the house.

5.2. Communication through the village and commune loudspeaker broadcasting system
Reach an agreement with the village or commune staff in charge of information and cultural matters regarding the content of HWWS communication. Fundamental information on HWWS can be communicated via radio programs on the loudspeaker...
broadcasting system. HWWS messages can also be conveyed through songs and poems broadcasted on the system.

5.3. Family visits
Beside other communication contents, local communicators can reinforce fundamental information on HWWS among households through family visits, including information on the disease transmission routes, benefits of HWWS, and critical times in HWWS – see above for the key messages. Communicators can also observe and advise family members regarding the best places to keep soap and clean water for HWWS, as well as types of soap that can be used (dishwashing gel, washing powder, etc.)

5.4. Health consultations
During the course of medical examination and/or treatment, health workers can advise and explain to the patients the benefits of HWWS and steps to good HWWS technique. For example, HWWS could reduce the risks of contagious disease, especially diarrhea, SARS, influenza A (H5N1 and H1N1), and HIV/AIDS.

5.5. Club Activities
Games, short plays, or quizzes could be used depending on the timeframe of the club events and number of performances (see Annex 1).
PART IV: FUNDAMENTAL INFORMATION ON HAND WASHING WITH SOAP

1. DEFINITION OF CLEAN HANDS
Clean hands are hands that carry no dirty matter or pathogens. Even though hands look clean and have no odor, they can still carry lots of bacteria that could not be seen by unaided human eyes. And simply washing hands with water alone does not remove all dirty matter and pathogens. That’s why hands should be washed with water and soap to be truly clean.

2. BENEFITS OF HAND WASHING WITH SOAP
Contagious diseases are often transmitted from person to person through direct contact, such as handshakes and hugs, or through droplets. Bacteria can easily be transmitted from one person to the next because our hands are in frequent contact with things that might carry bacteria and germs. (See Fig. 1 below)

*Fig 1: Disease transmission routes*

3. CRITICAL TIMES TO WASH YOUR HANDS WITH SOAP
HWWS should be done any time your hands are dirty. However, there are four critical times when you should wash them with soap:
- Before preparing food
- Before meals and before feeding children
- After using the restroom
- After cleaning something

4. PROPER STEPS TO EFFECTIVE HAND WASHING WITH SOAP
When washing hands at home or in public places, use the following six easy steps to ensure maximum removal of bacteria to and to minimize the risk of contracting or spreading disease.
**Step 1:** Wet your hands with water; apply soap to the palm and back of your hands; rub your palms together.

**Step 2:** Use the fingers and palm of one hand to wrap around and rub each and every finger of the other hand; repeat, switching hands.

**Step 3:** Use the palm of one hand to rub the back of your other hand; repeat, switching hands.

**Step 4:** Use the fingertips of one hand to rub between the fingers of your other hand, repeat, switching hands.

**Step 5:** Clasp the fingers of one hand and rub in the palm of your other hand in a repeated rotational movement, then switch hands.

**Step 6:** Rinse both hands with clean water until all soap is washed off and let them dry naturally.

Note: Step 2, Step 3, and Step 4 can be done in any order. But most important, the entire process should take at least one minute. Each of the steps of 2, 3, 4, and 5 should be repeated at least five times. If you don't have time wait for your hands to dry naturally, dry them with a clean towel or tissue.

Fig. 2: The six steps of hand washing with soap

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5. NECESSARY ITEMS FOR HAND WASHING WITH SOAP
- Soap: any type of soap can be used, including soap bar, sanitizers, dishwashing liquid, or washing powder
- Clean water
- Water containers: water taps, sinks, barrels, or a dipper

6. PLACEMENT OF SOAP NEAR WATER
Items required for proper HWWS should be placed where they can be seen easily and used conveniently. The ideal locations for soap and clean water are the kitchen and the bathroom. When it is not possible to have soap and water within the kitchen or bathroom, soap and clean water should be placed somewhere within a three-meter radius of the kitchen and bathroom.
7. HAND WASHING WITH SOAP MESSAGES

<table>
<thead>
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<th>Messages on the benefits of HWWS</th>
<th>Critical times in HWWS</th>
<th>Target groups for communication</th>
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<tbody>
<tr>
<td>Rural Water and Sanitation Program</td>
<td>Wash your hands with soap for better community health</td>
<td>Wash your hands with soap • Before preparing food • Before meals or feeding a child • After using the restroom • After bathing your child</td>
<td>Entire community, especially women and children</td>
</tr>
<tr>
<td></td>
<td>Wash your hands with soap to protect your family</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Malnutrition Prevention Program</td>
<td>Wash your hands with soap for your child's health and development</td>
<td>Wash your hands with soap • Before preparing food • Before meals or feeding a child • After using the restroom • After bathing a child</td>
<td>Mothers of under five children</td>
</tr>
<tr>
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<tr>
<td>Food Safety and Hygiene Program</td>
<td>Wash your hands with soap to reduce risks of food poisoning for you and your family</td>
<td>Wash your hands with soap • Before preparing food • Before meals or feeding a child • Before touching cooked or prepared food • After touching raw food • After using the restroom • After bathing a child</td>
<td>All people who are involved in food preparation</td>
</tr>
<tr>
<td></td>
<td>Wash your hands with soap • Before preparing food • Before meals or feeding a child • Before bathing a child</td>
<td></td>
<td>Mothers of under five children</td>
</tr>
<tr>
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<td></td>
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<tr>
<td>School based Healthcare Program</td>
<td>Wash your hands with soap for your health and other's</td>
<td>Wash your hands with soap • Before meals • After using the restroom</td>
<td>Students</td>
</tr>
<tr>
<td></td>
<td>Wash your hands with soap • Before meals • After using the restroom</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **Epidemic Prevention Programs** | Wash your hands with soap regularly to prevent disease caused by influenza A virus (H5N1) | Wash your hands with soap  
• Before preparing food  
• Before meals or feeding a child  
• After covering your mouth for coughing and/or sneezing  
• After tending a person infected with or suspected of influenza A  
• After touching poultry or raw poultry products (meat, eggs)  
• After cleaning poultry coop | Entire community, especially poultry farmers, traders, processors; care takers of people infected with influenza |
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>E.g.: HWWS message for prevention of influenza A (H5N1)</td>
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</tbody>
</table>
ANNEX 1: GAME AND SHORT PLAY FOR HWWS COMMUNICATION

1. QUIZZES – THIS IS “HAI HOA DAN CHUU” NO? SO THIS IS THE “FLOWER PICKING QUIZSHOW”

Preparation:
- Prepare ten soap bars as rewards
- Place a tree branch at the center of the stage
- Hang 10 pieces of paper on the branch as the flowers; each piece has one quiz question on the leaf. Below are some examples of quizzes and answers

<table>
<thead>
<tr>
<th>Quizzes</th>
<th>Answers</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is a clean hand?</td>
<td>A clean hand looks clean and is free of germs</td>
</tr>
<tr>
<td>Why should we wash our hands with soap regularly?</td>
<td>To remove dirt and germs</td>
</tr>
<tr>
<td>What are the critical times to hand washing with soap?</td>
<td>Before preparing food, , before feeding a child, after using the toilet, after cleaning the child’s bottom</td>
</tr>
<tr>
<td>Why should we wash our hands with soap before meals?</td>
<td>To stop bacteria from getting into our mouth through the hands</td>
</tr>
<tr>
<td>Why should we wash our hands with soap before preparing food?</td>
<td>To avoid contaminating food</td>
</tr>
<tr>
<td>Why should we wash our hands with soap after cleaning the child’s bottom?</td>
<td>To remove bacteria that we might have got on our hands from touching the child’s feces</td>
</tr>
<tr>
<td>Why should we wash our hands with soap before breastfeeding the child?</td>
<td>To avoid spreading bacteria from our hands to the child’s mouth</td>
</tr>
<tr>
<td>Why should we wash our hands with soap after touching poultry?</td>
<td>To avoid contracting bacteria or influenza viruses through our hands</td>
</tr>
<tr>
<td>Where should we put soap and clean water for convenient hand washing with soap?</td>
<td>In the kitchen and toilet or within the radius of three meters from the kitchen or toilet</td>
</tr>
</tbody>
</table>

Facilitation: The host asks individual participants to come to the branch and pick one piece of paper (the flower) and answer the quiz question inside. If the answer is right, he/she will get a soap bar as a reward. If the answer is wrong, ask the participant to stand on one side and ask if anybody else at the event has a different answer. Whoever gives a good answer gets a soap bar reward. The game continues as such until the flowers are all picked. Participants who give the wrong answers have to sing a song having the word "hand" or "water" in its lyrics.
### 2. SHORT COMEDY

#### Props and plot:
- A tray with bowls, chopsticks, and food (fruits) is placed on the stage
- Two actors wearing masks (one strict face, one smiling face), one male, one female. An actor can take the female role while an actress can take the male role to make it funny. Two other people are needed behind the curtain for support.
- A small tank full of water, a sink, dipper, clean towel, and soap behind the curtain

#### Story line

<table>
<thead>
<tr>
<th>Roles</th>
<th>Dialogue</th>
</tr>
</thead>
<tbody>
<tr>
<td>😞 (strict face) sitting at the corner of the stage with a rod in his hand as if guarding the tray of food</td>
<td></td>
</tr>
<tr>
<td>☺ (smiling face) running in, walking around the tray hungrily. Several times she/he wants to take some food but then stops: She/he smells at her/his hands then looks at the audience saying:</td>
<td></td>
</tr>
<tr>
<td>If you don’t, how can we know who the hell you are!</td>
<td></td>
</tr>
<tr>
<td>☹ Voices coming from behind the curtain</td>
<td></td>
</tr>
<tr>
<td>My name is Thi. Now that I’ve introduced myself, can I settle down and start to eat?</td>
<td></td>
</tr>
<tr>
<td>☹ Walking around the tray again and about to take a seat next to the tray</td>
<td></td>
</tr>
<tr>
<td>Have you washed your hands with soap?</td>
<td></td>
</tr>
<tr>
<td>☹ Hitting the floor with his rod and saying in a strict voice</td>
<td></td>
</tr>
<tr>
<td>Not yet, sir/madam. But they’re not dirty!</td>
<td></td>
</tr>
<tr>
<td>☹ Startling, appearing afraid, looking quickly at her/his hands</td>
<td></td>
</tr>
<tr>
<td>Are you kidding me! How do you know your hands are not dirty?</td>
<td></td>
</tr>
<tr>
<td>☹ Smashing the rod again</td>
<td></td>
</tr>
<tr>
<td>Sir/madam, take a look! Take a good look at…</td>
<td></td>
</tr>
<tr>
<td>☹ Running towards A showing her hands respectfully</td>
<td></td>
</tr>
<tr>
<td>How can I see germs and bacteria on your hands? Can you see them with your eyes?</td>
<td></td>
</tr>
<tr>
<td>☹ Speaking loudly</td>
<td></td>
</tr>
<tr>
<td>See! There are no stains on them!</td>
<td></td>
</tr>
<tr>
<td>☹ Holding her/his hands up towards 😞</td>
<td></td>
</tr>
<tr>
<td>How can I see anything if you stand there. (then call to behind the curtain) Come here, boys!</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>There is an “Yes?” coming</td>
<td></td>
</tr>
<tr>
<td>from behind the curtain</td>
<td>Ordering</td>
</tr>
<tr>
<td>-------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>☻ Stuttering</td>
<td></td>
</tr>
<tr>
<td>☻ Yelling</td>
<td></td>
</tr>
<tr>
<td>☻ Stuttering</td>
<td></td>
</tr>
<tr>
<td>☻ Speaking clearly</td>
<td></td>
</tr>
<tr>
<td>Facing the audience</td>
<td></td>
</tr>
<tr>
<td>☻ Speaking apologetically</td>
<td></td>
</tr>
<tr>
<td>Then water tank, sink, towel, and soap are brought to the stage</td>
<td></td>
</tr>
<tr>
<td>☻ Washing his/her hands on the stage, practicing the HWWS technique</td>
<td></td>
</tr>
<tr>
<td>In the meantime, someone comes from behind the curtain and bring the food tray away</td>
<td></td>
</tr>
<tr>
<td>☺ After washing his/her hands, going around the stage several times happily claiming his/her hands are sooo clean now and smell sooo good. Then she/he suddenly stops and ask worriedly</td>
<td>Oh where is the food tray? Sir/madam, where is the food tray?</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>☺ Saying in a strict voice</td>
<td>I want you to remember to wash your hands, not just this time, but from now on. You need to remember when you need to wash your hands with soap. You got that?</td>
</tr>
<tr>
<td>☺ Saying enthusiastically</td>
<td>Yep, you're right!</td>
</tr>
</tbody>
</table>
| The both A and B stand at the center of the stage saying | Remember to wash your hands with soap to protect yourself and your family:  
- Before preparing food  
- Before meals  
- After using the toilet  
- After cleaning the child  
- What about AI juncture or maybe we put directions for them to put in the correct juncture as per their program objective? |

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