

## HEPATITIS-A SCARE

California is currently experiencing an uptick of Hepatitis-A infections and fatalities. San Diego, Santa Cruz, and Los Angeles counties have officially declared outbreaks. San Francisco has so far avoided the brunt of the highly contagious liver infection.

The virus is ingested by mouth from contact with hands, objects, surfaces, food or drinks that are contaminated by the feces of an infected person. Hepatitis-A virus can survive for days and even weeks on certain surfaces and is much more common in the homeless population.

Persons in San Francisco are considered to be at risk of Hep-A infection at this time if they are (a) homeless or (b) using or may be using illicit drugs of any type (injection or non-injection), and if they are not already immune by means of a completed series of vaccinations.

The San Francisco Department of Public Health is currently running a vaccination program for homeless residents and information available on the availability of vaccinations for City employees can be found [here](#) or by asking your healthcare provider.

# DHR HEALTH & SAFETY NEWSLETTER

WINTER 2017



## WASH YOUR HANDS

This cold and flu season care for yourself, your co-workers, friends, and family enough to wash your hands thoroughly and often.

Many of our employees commute a good distance each day in to work. BART, MUNI/MTA, Scoop, Uber, Lyft, personal vehicles, we all find a way to get here. In doing so, what are we touching from when we leave our homes to when we settle in at our work station? Door handles, turnstiles, hand straps, hand rails, seat backs, seat-belts, money, a window, a counter top perhaps? Truth is we touch more than we know and each of those surfaces can host a wide array of bacteria and viruses. Luckily the best protection from bringing these would be invaders in to your system is to not let them hitch a ride on you any longer than necessary.

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*One of the most common ways to pick up germs is by touching something contaminated and then touching your nose, mouth or eyes.*

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Make it a habit to wash your hands thoroughly as soon as you get to work. Wash that commute grime off. Do it before handling any personal items, scratching your eyes or nose, before touching your computer or phone, and certainly before eating.

What about hand sanitizer? In a pinch when hand washing is not an option a sanitizer with at least a 60% concentration of alcohol will help, but when possible a good hand washing cannot be beat.



Regular handwashing, particularly before and after certain activities, is one of the best ways to remove germs, avoid getting sick, and prevent the spread of germs to others. It's quick, it's simple, and it can

keep us healthy. Handwashing is a win for everyone, except germs.

Hot water is no better than warm for hand washing as we cannot handle a temperature hot enough for disinfecting so make it comfortable and follow the picture below to enjoy a healthier season.

Hand hygiene is important for all and the best way to help stay healthy this season.



*Remember to turn off water during your lather and scrub. Hetch Hetchy is too good to waste.*

## WALK YOURSELF TO A BETTER MOOD AND YOU



One of the best treatments for weight management and mood elevation is free, requires no extra equipment, is fun, and learning to do it was one of your first accomplishments. WALK!

That's right; our first mode of travel is still one of the best activities we can do to better both our physical and mental health. Automated walkways guide us through airports

while escalators and elevators replace stair climbing. Walking deserves our respect for its health benefits, transportation, and recreation. Make a conscious effort to add more walking in your day whenever you can.

A small daily commitment can lower the risk for obesity, diabetes, coronary artery disease, and strokes<sup>1</sup>. If that isn't reason enough, it is fun to break your day up and get outside. When weather leaves outside a non-option, safety first, and move your stroll along long hallways and corridors in the office. *"To stay well, walk for 30 to 45 minutes nearly every day. Do it all at once or in chunks as short as five to 10 minutes. Aim for a brisk pace of three to four miles an hour, but remember that you'll get plenty of benefit from strolling at a slower pace as long as you stick with it."*<sup>2</sup>

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*"Walking is a (wo)man's best medicine."*

*- Hippocrates*

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Where possible find co-workers who would also like to benefit from walking, and make it a daily or several times a week ritual to walk together during lunch. Set goals and gradually expand the distance, time, and speed you walk. Set goals for yourself and stay consistent.

Keep an eye for new pushes from DHR, DPH, and SFHSS regarding walking and movement to help you get and stay motivated.

## **STAY SAFE THIS HOLIDAY SEASON**

The Holiday season in San Francisco is when our city shines the brightest. Make safety a part of your routine with some tips provided by the San Francisco Police Department.<sup>3</sup>



- Stay alert when using electronic devices. Limit your distractions.
- Always be alert to your surroundings and have your keys in your hand as you approach your vehicle.
- Park Smart: Help avoid vehicle break-ins, leave nothing visible in your car. Consider moving your vehicle to a different location each time you load packages in the trunk. Try to use parking lots where there are parking attendants.

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<sup>1</sup> Walking: Your steps to health. Harvard Medical School - Men's Health Watch. (2009 August)  
Retrieved from [https://www.health.harvard.edu/newsletter\\_article/walking-your-steps-to-health](https://www.health.harvard.edu/newsletter_article/walking-your-steps-to-health)

<sup>2</sup> *Id.*

<sup>3</sup> <http://sanfranciscopolice.org/safeshopper>

- Keep your wallet in a hard-to-reach place and carry only the cash and credit cards that you will need to complete your shopping.
- If someone demands your purse, wallet, or packages, surrender them, make note of the suspect's description and direction they flee and call 911. Property can be replaced.
- "If you see something, say something." If you witness criminal activity or see something or someone suspicious, flag down a police officer, call 911 or contact security.
- Shop with a companion, especially after dark, whenever possible.
- Shield your PIN when using ATMs or other electronic devices in public.

Please report criminal activity to police immediately. Additional personal safety tips are available from San Francisco Safety Awareness for Everyone (SAFE) 1-415-553-1984, or [www.sfsafe.org](http://www.sfsafe.org).


## INJURED AT WORK?

Unsure how bad it is or whether you should seek medical treatment? Call the medical advice hotline and speak to a nurse who can help guide you.

This is an exciting new service brought to you from DHR's Workers' Compensation Division for the benefit of all of our employees. This service is free and available 24/7. Not only can the nurse advise you on initial treatment but can also send you a claim form for workers' compensation as necessary and even set an appointment for you with an appropriate doctor.

The Medical Advice Hotline does ***not*** take the place of reporting injuries through normal channels. All incidents should continue to be reported to management. This is a resource for seeking advice for medical treatment. Don't hesitate to call.

City and County of San Francisco  
Micki Callahan  
Human Resources Director




Department of Human Resources  
Connecting People with Purpose  
[www.sfdhr.org](http://www.sfdhr.org)

**IN THE EVENT OF WORKPLACE INJURY**  
**CCSF Injury Medical Advice Hotline**

**1-855-850-2249**  
**AVAILABLE 24 HOURS PER DAY**

- ✓ Get treatment faster
- ✓ Accelerate claim reporting
- ✓ Expedite benefits determination
- ✓ Speak with a medical professional

1. Injured employee notifies supervisor
2. Supervisor/injured employee immediately calls injury hotline
3. Nurse gathers information over the phone and helps injured worker access appropriate medical treatment
4. Nurse can provide injury claim form to employee
5. Supervisor and employee can submit report and claim forms to the DHR Workers' Compensation Division via email: [ccsf.workcomp@sfgov.org](mailto:ccsf.workcomp@sfgov.org)

Provided in partnership with  


**Dial 911 if life or limb is threatened!**

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## Zero Tolerance of Workplace Violence

The City & County of San Francisco is dedicated to a violence free workplace. This includes a zero tolerance policy to assaults, battery or threats or acts of violence by employees in the workplace.

Recent incidents have refocused the City's attention on employee safety. Be on the look-out for trainings and updates to procedures focusing on safety concerns for both internal and external sources. Our policy on violence and weapons in the workplace can be found [here](#).