

Food Events on Campus

EH&S Food Waiver Policy: “Event Types, Descriptions, and Instructions”

The University of Massachusetts Dining/Catering Services (a.k.a. Auxiliary Enterprises) and the office of Environmental Health & Safety (EH&S) have oversight for University provided food served on campus. It is required that University Catering/Dining or a Center for Student Business affiliated food business provides all the food on campus. The only exception is when University Catering/Dining or a Center for Student food business is not able to provide your food. When you are requesting this exception, you must follow the [food waiver and registration process](#) as outlined below.

In all cases, groups, other individuals and Departments, are responsible for maintaining food safety at their events. The University of Massachusetts does not warrant or certify the safety of any non-university food served by groups in accordance with these guidelines. Under no circumstances shall the University of Massachusetts assume liability for any non-university food provided by groups, or others, at their events.

EH&S provides the following policy and guidelines for food safety in response to the University Catering Policy found here: <https://ehs.umass.edu/catering-policy-drop-shipments>.

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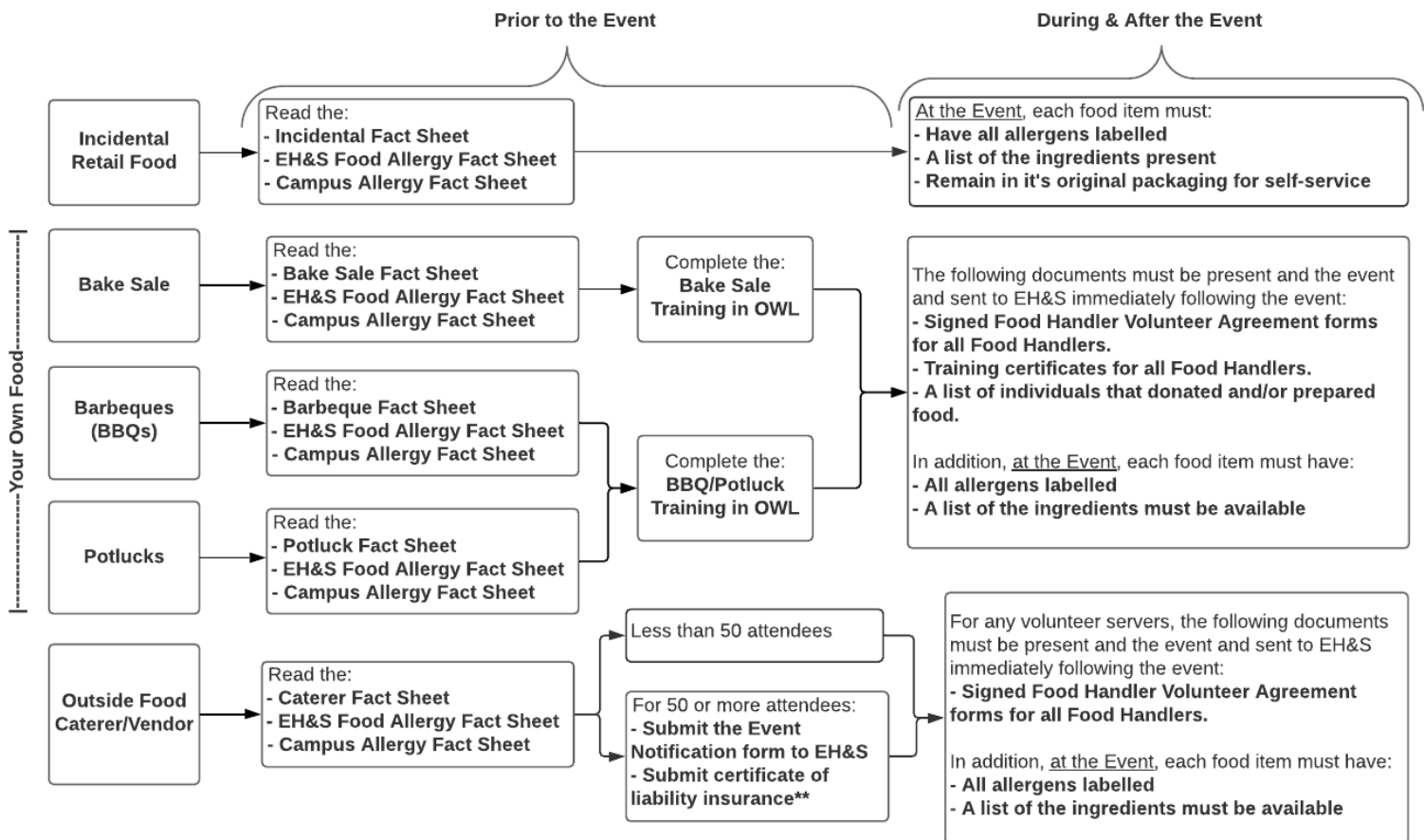
1. Food Event Decision Map

Follow this quick decision map to help plan your food events and meet all of the requirements for food safety on the University of Massachusetts Amherst campus. You will choose from (1) **On-Campus Food (Auxiliary Enterprises or a University Student Food Business)**; (2) your own food such as **Bake Sales, Barbeques, or Potluck Communal Meals**, or (3) Outside food from a licensed Food Establishment such as **Incidental Retail (pre-packaged snack or doughnut) foods, Drop-Shipments (delivered food) or Catered foods**.

UMASS PROVIDED FOOD (Auxiliary Enterprises/Catering or a University Student Food Business)

If the University is not able to provide your food, here are your potential options:

OUTSIDE FOOD (Your Own Food, Incidental, Drop Shipment, or Catered Food)



2. Food Event Types

Please review and pick one of these options for food service when planning your event.

UMass Provided Food

A. **Catering/Dining (Auxiliary Enterprises)** - This is the University of Massachusetts Amherst food establishment authorized to provide all on-Campus food. For more information and to schedule services, please go to:

- UMass Catering: <https://umasscatering.com/>
- UMass Dining Services: <https://umassdining.com/services>

B. **Center for Student Business Affiliated Food Businesses** - The Center for Student Business affiliated Food Businesses are authorized to provide food on campus.

- **Earthfoods** - A vegetarian collective in the Student Union.
- **Greeno Sub Shop** - Salads, wraps, Paninis – walk-in and catering.
- **Peoples' Market** - The community's go-to source for ethically gathered food, beverages, and personal care products. Bagels and coffee.
- **Sweets & More** - A student-run business specializing in baked goods, ice cream and other sweet treats!
- **Sylvan Snack Bar** - A cooperative student-run business since 1971 featuring pizza, salads, and subs.

Center for Student Business website: <https://www.umass.edu/studentlife/get-involved/csb>

Outside Food

A. **Incidental Retail Food & doughnuts** - Pre-packaged commercially produced food not requiring any refrigeration/heating. This includes food like chips, candy, retail cookies and doughnuts. All food must be purchased at a licensed commercial food establishment. PHFs or TCS foods are **not** allowed (See the [definitions section](#) for more information on PHFs and TCS foods).

Incidental Fact Sheet: <http://ehs.umass.edu/incidental-retail-snack-foods-commercial-doughnuts>

B. **UMass Concessions (SAI popcorn & cotton candy machines)** - Student Activities & Involvement (SAI) popcorn or cotton candy machine(s) are available for use by Registered Student Organizations. All other (non-University) concession food vendors shall apply for a food waiver by emailing foodwaiver@ehs.umass.edu and follow the outside caterer/vendor requirements (See Section F below).

Incidental & Concessions Fact Sheet: <http://ehs.umass.edu/incidental-retail-snack-foods-commercial-doughnuts>

C. **Bake sales** - A bake sale is defined as fundraising through the sale of certain baked goods that will not spoil in the absence of refrigeration and are not PHFs or TCS foods (See the [definitions section](#) for more information on PHFs and TCS foods).

Bake Sale Fact Sheet: <https://ehs.umass.edu/bake-sales-campus>

Required Bake Sale Online Training (via OWL): <http://ehstrain.ehs.umass.edu>

D. **Barbeques (BBQ)** - A barbeque is defined as an open air event at which a limited type of foods are cooked on a grill; no attendee fees may be charged; the maximum number of attendees is 50.

Barbeque (BBQ) Fact Sheet: <https://ehs.umass.edu/barbeques-campus>

Required Barbeque/Potluck Online Training (via OWL): <http://ehstrain.ehs.umass.edu>

E. **Potlucks** - Potlucks are communal dinners where all participants bring a small meal to share. No attendee fees may be charged; the maximum number of attendees is 50.

Potluck Fact Sheet: <https://ehs.umass.edu/potluck-communal-event-meals>

Required Barbeque/Potluck Online Training (via OWL): <http://ehstrain.ehs.umass.edu>

F. **Outside Caterer or Vendor** – Outside Caterers or Vendors are non-UMass businesses in the surrounding area. For events with more than 50 attendees, groups will be required to submit additional documentation (see below). **All Outside Caterers or Vendors must be:**

- Located **within 30 minutes travel time** of the UMass Amherst campus if supplying PHF foods or TCS food(s).
- A **licensed** food establishment, which maintains liability insurance in the amount of \$1 million dollars.
- Follow all instructions of EH&S personnel regarding compliance with UMass Amherst policies and requests¹; as well as State and Federal Food Code, policies, and regulations for Food Safety.

You will be required to ensure that your group and caterer/vendor:

- Follows all requirements in the **Caterer/Vendor fact sheet:** <https://ehs.umass.edu/outside-caterervendor-fact-sheet>
- Follows all Food Safety Requirements in [Section 4 – General Food Safety Requirements For all Food Events](#); and
- Labels all food allergens.

For Caterer/Vendor events with more than 50 attendees:

The Caterer/Vendor is required to submit the following documentation to foodwaiver@ehs.umass.edu:

- A [Temporary Event Notification form](#) for each food event.
- An insurance certificate for \$1 million with University of Massachusetts as the Indemnified or Certificate Holder with the policy rider made out to: University of Massachusetts, c/o EH&S, 117 Draper Hall, 40 Campus Center Way, Amherst, MA 01003

¹ Note: Caterers/Vendors may be required to submit additional documentation including, but not limited to: (1) A copy of their Board of Health license, (2) a copy of their ServSafe certification, (3) a copy of their Food Allergen Awareness Certificate(s), (4) a [Caterer/Vendor application](#) and (5) submittal of copies of the most recent home-base inspection report(s). Pre-inspections or Event inspections by EH&S may also be required.

3. Definitions & Terms

Allergens, (Food Allergens) - Ingredients in food, including but not limited to: *milk and dairy products, eggs or egg products, fish, shellfish, wheat, soy and soy products, peanuts*, and *tree nuts*. See the [Food Allergen Fact Sheet](#)

- Allergens can cause illness or death to the person that consumes the food.
- You MUST know if any of your food for bake sales, BBQs, potlucks, and other food events contain allergens (ingredients labels or ingredients table tent cards are required for foods that contain these allergens).
- It is your responsibility to maintain the ingredients labels for ALL foods and have these labels available at the food event, including commercially pre-packaged food and delivered food.
- If you are asked about an ingredient or food allergen and you DO NOT KNOW, say “I Don’t Know”.

Bare Hand Contact – Handling a food without the proper (non-latex) gloves or barrier against potential transfer of bacteria. Barriers shall include serving tongs for each item or deli sheets.

Caterer – A licensed food establishment that brings prepared food to campus. Hot and cold holding buffets are set up but not served by the outside caterer. Per UMass policy, the caterer cannot serve the food.

Cross contamination – Transfer of bacteria to a food product or transfer of another food product to the first food product, such as nuts transferred onto cookies by not washing hands and wearing (non-latex) single use gloves, or using a clean spatula or tongs.

Food composting - Any food that must be discarded shall be placed into University food composting bins.

Home Cooking - Home cooking of PHFs or TCS (see below) foods is not allowed, except for communal not-for-profit potluck dinners after which food safety training has occurred.

Incidental Retail Foods – Pre-packaged snack foods such as chips and candy. Commercial cookies and doughnuts purchased from a licensed food establishment. Only non-potentially hazardous foods are acceptable Incidental Retail foods.

Potentially Hazardous Foods (PHFs) or Time/Temperature Control for Safety (TCS) foods – Foods that require time and temperature control for safety— known as PHFs or TCS foods—include: milk and dairy products, eggs, meat (beef, pork, and lamb), poultry, fish, shellfish and crustaceans, baked potatoes, tofu or other soy protein, sprouts and sprout seeds, sliced melons, cut tomatoes, cut leafy greens, untreated garlic-and-oil mixtures, and cooked rice, beans, and vegetables. Bacteria can cause illness or death to the person who consumes unsafe foods. **TCS food** contains moisture and protein and has a neutral or slightly acidic pH. TCS Foods in which bacteria can grow if the foods are:

- Not handled with clean hands or single-use food grade safe non-latex gloves.
- Not held at the proper cold holding temperature of 41° degrees Fahrenheit.
- Not cooked to the proper hot temperature (based on food type).
- Not held at the proper hot holding temperature of 140° degrees Fahrenheit.

Environmental Health and Safety – Environmental Health Program

- Prepared Food is held beyond time requirements (EH&S Policy: total of 2 hours including transportation and serving).

Public Events – Events to which members of the public (non-group members) are invited. Free food also has to meet all of food safety standards.

Ready-To-Eat Foods – Foods that are not required to be cooked further for food safety, i.e. sandwiches, pizza slices, cookies, doughnuts, etc.

Time/Temperature Control for Safety (TCS) foods or Potentially Hazardous Foods (PHFs) – (see definition for **Potentially Hazardous Foods (PHFs) or Time/Temperature Control for Safety (TCS) foods.**)

Vendor Drop-Shipments – Food that is dropped off from a licensed food establishment and is intended for immediate service.

4. General Food Safety Requirements for All Food Events

Organizers and sponsors of any food event must not neglect good food protection and sanitation practices when planning, organizing, and holding the event. Food safety is very important in order to prevent any potential foodborne illness or food allergy exposure. Foodborne illnesses and allergies can be life threatening.

A. Allergens, Ingredients & Labeling:

- All food allergens must be labelled.
- All ingredients must be listed and made available at the event for allergen concerns.
 - ✓ Products must be kept in their original packaging or shall be individually wrapped to protect them from contamination while they are being transported, stored, or displayed.
 - ✓ [EH&S Food Allergy Fact Sheet](#) & the [Campus Allergy Fact Sheet](#)

B. Food Preparation & Food Handling

- Prior to preparing any foods, everyone should thoroughly wash their hands with soap and warm water. Hand washing must be repeated after any act that could contaminate hands, such as coughing, eating, handling garbage, or using the toilet.
- Food safe non-latex gloves should be worn and changed frequently along with hand washing.
- Prior to preparing any foods, all surfaces should be thoroughly cleaned.
- Do not prepare different food types such as raw meats and then fruits and vegetables without cleaning all counters, cutting boards, wares, and utensils in-between uses with hot soapy water followed by a kitchen disinfectant cleaner.

C. Personnel Health & Hygiene

- Handwashing
- Any person who is “sick” or who has just recovered from a recent illness, especially one causing diarrhea or vomiting, must not be involved with the preparation or handling of any food item.

Environmental Health and Safety – Environmental Health Program

- All handler/volunteers must read and sign the **Food Handler/Volunteer (illness reporting) Agreement form**. The signed Food Handler/Volunteer Agreement forms must be held at the event table and following the event, sent via campus mail to EH&S, Environmental Health Services, 117 Draper Hall. The Student Event Food Organizer must retain a list of who donated what food in case of any necessary foodborne illness follow-up. All volunteer/servers must read, abide by, download, and sign the Food Handler Volunteer Form found here: <https://ehs.umass.edu/food-handler-volunteer-agreement-form> .

D. Food that must be kept Hot or Cold – For Commercially Delivered Food, BBQs & Potluck Meals

When preparing Potentially Hazardous Foods (PHFs) or Time & Temperature Control for Safety (TCS) foods:

Internal cooking temperatures must be achieved during the cooking process for food safety:

| | |
|---|-------|
| Poultry, Stuffed foods, Re-heated foods | 165°F |
| Ground beef hamburger* | 160°F |
| Ground meats or ground seafood, and shell eggs for hot held service | 155°F |
| Whole roasts of beef, veal, lamb, pork. Seafood, fish | 145°F |
| Rice and vegetables | 135°F |

*UMass policy - ground-beef must be cooked to 160°F

Delivery:

- Food shall be delivered at the proper temperature, 41° F for cold foods, 140° F for hot foods;
- Food shall be delivered at the proper time, (delivered immediately for service after preparation, travel time 0.50 hours or less);

Serving:

- Food shall be served within the proper time, (served immediately for service, serving time not to exceed 1.50 hours);

Discarding:

- Food shall be discarded if total travel and service time exceeds 2.0 hours
- Any PHF or TCS food, that is at an outdoor event where the ambient temperature exceeds 90,° shall be discarded at 1.0 hour per CDC guidelines.

E. Serving & Distribution

- Bare-Hand-Contact with Ready-To-Eat Foods is not allowed. Food grade non-latex gloves are required. Cross contamination must be completely avoided. A fresh pair of gloves is required if cross contamination occurs or a different food is handled.
- Communal serving bowls are not allowed, all product must be individually distributed.
- Tongs or other utensils or tissues shall be used for necessary handling of any unwrapped product that is considered Ready-To-Eat food product during wrapping or serving.

- All food shall be either consumed or discarded within 2 hours of preparation, (except for non-potentially hazardous foods, such as bakery items).

F. Inspections and Oversight

A representative of EH&S may inspect the food event, (bake sale, barbecue, or other food event) and any corrective action deemed necessary by EH&S must be taken by the person in charge of the operation or the right to continue the event or hold future the food events may be forfeited. Auxiliary Enterprises staff may also review any Campus Center Operations or food safety issue when the event is located at or adjacent to Auxiliary Enterprise facilities. Any potential foodborne illness shall be reported immediately to EH&S.

5. Register All Outside/Non-UMass Food via the Food Waiver Process

Non-University-food events require the review of Auxiliary Enterprises and Environmental Health & Safety (EH&S). Outside food will not be allowed unless the event and food is registered and the food safety requirements are followed.

Please review the [Food Event Types](#) above to determine your type of food event and the necessary requirements. Depending on the type of your event, you may be required to take an online food safety training.

A. Training: (For Bake Sales, Barbeques (BBQs), and Potluck Meals only)

Online Food Safety Training is required for all individuals handling food at Bake Sales, Barbeques, and Potluck Meals. Once you complete the training you will receive a certificate. This certificate will need to be submitted after your event with the [Food Handler Form](#). (Student Groups will need to submit their training certificate(s) during the Campus Pulse event registration process also.)

OWL Training Instructions:

To take the training, please go to OWL, the online training software: <http://ehstrain.ehs.umass.edu>

1. You will need to log in with your UMass NetID and password:



Training
Environmental Health and Safety

Login:
Use your NetID

Password:
Use your NetID password

You may safely bookmark this page.

2. Follow any on-screen prompts to update your profile information. Then, from the training menu, select “Trainings”.

The screenshot shows the OWL Department Home page. At the top left is the OWL logo. Below it is a blue gradient bar with the text "Department Home". On the left side, there is a "Training Menu" box with a list of options: "My Departments", "Department Home", "Trainings" (highlighted with a red box), and "Send Message". To the right of the menu, the page title is "EH&S, UMass Trainings - A&F Information Technology". Below the title, it says "No messages". There is a blue bar labeled "Announcements". The main content area contains a welcome message: "Welcome to the Environmental Health and Safety (EH&S) training system at the University of Massachusetts at Amherst." followed by instructions: "If your department has training that is required for you, the required trainings will be indicated. Please complete any required training prior to reviewing any optional training." and a final instruction: "Click **Trainings** on the left to get started."

3. You will then see the respective trainings listed.

OWL
Trainings for A&F Information Technology

Training Menu

- My Departments
- Department Home
- Trainings
- Send Message

Current Trainings

Choose a training from those listed below.

Current Trainings:

| Training | Status | Certification Expiration | Get/View Certificate |
|---|------------|--------------------------|----------------------|
| Food Safety (Food Management) | - | - | - |
| Food Safety (Food Management) | - | - | - |
| Food Safety (Food Management) | - | - | - |
| Food Safety (Food Management) | - | - | - |
| Bake Sale Safety Training | ✓ Complete | 3/26/2020 12:50 PM | |

- Once you complete the training, you will see your status, certificate expiration date, and button to download your training certificate.

Current Trainings:

| Training | Status | Certification Expiration | Get/View Certificate |
|---|------------|--------------------------|----------------------|
| Bake Sale Safety Training | ✓ Complete | 3/26/2020 12:50 PM | |

Other Training Information:

Optional in-person training is available upon request to EH&S. Please provide advanced notice for scheduling.

B. Registration:

Registration For Student Groups (RSOs, GSOs, etc.)

To facilitate the approval for non-UMass food, the food waiver and registration form is an electronic process that is built in to the [Campus Pulse](#) event-planning tool. If you have questions about how to navigate Campus Pulse, please see your group's SAI advisor.

*For Bake sales, BBQs, and Potluck Meals:

- The Food Event Organizer must take the online Food Safety training prior to Campus Pulse Event submittal. During the Campus Pulse Food registration, they will be required to upload their Certificate (with any other completed certificates from group members).
- The group's Food Event Organizer must then ensure that all other group food handlers take the appropriate food safety training. The training certificates need to be sent to EHS with the [Food Handler Forms](#) (See [Follow-up after the Event](#)).

Registration For Departmental or Other University Groups:

For Departmental groups and other university groups (non-RSOs or GSOs) please email foodwaiver@ehs.umass.edu to request the appropriate forms. Please include details of your food request. An EH&S representative will follow up with you regarding the requirements for your food event request type.

C. During the Event:

- Proper Food Handling must be followed (See [section 4](#) of this document and the fact sheet(s) for your type of event.)
- Non-latex gloves must be worn when serving food.
- All food ingredients must be listed and available for consumers' review.
- All allergens must be labelled or on a [table tent card](#) for each food item.
- All food handlers must have signed [Food Handler/Volunteer Agreement form\(s\)](#) present at the event.
- For Bake Sales, BBQs, and Potluck Meals: All food handlers must have their Food Safety training certificate present at the event.

D. Follow-up after the Event:

The Food Event Organizer shall collect the following documents and compile them into a packet to be submitted to EH&S:

- A list of all of the foods donated or purchased.
- The signed food Handler/Volunteer forms
- For Bake sales, BBQs, and Potluck Meals: The certificates of completion from the required OWL Food Safety training.

The complete packet may be dropped off, sent via Campus Mail, or emailed to the address below:

Drop off or by EH&S

Campus Mail: c/o Alyssa Rusiecki
117 Draper Hall

Emailed to: foodwaiver@ehs.umass.edu

Please use a subject line that contains your event name and date.

6. UMass Contact Information

| Department: | Website | Phone | Contact Name & Email |
|----------------------------------|---|----------------|---|
| UMass Auxiliary Enterprises | | | |
| UMass Catering | https://umasscatering.com/request-for-proposal/ | (413) 577-8200 | Jennylyn Fontaine jfontain@umass.edu |
| Retail Dining | https://umassdining.com/retail-dining | (413) 545-2472 | Garett Distefano gdistefa@umass.edu |
| Student Engagement & Leadership | | | |
| Student Activities & Involvement | http://www.umass.edu/studentlife/get-involved/student_engagement | (413) 577-2305 | Melinda Neilson mielsen@umass.edu |

| | | | |
|---|---|----------------|--|
| Center for Student Business | https://www.umass.edu/studentlife/get-involved/csb | (413) 545-2166 | Mary Morf mmorf@umass.edu Corey Walters cmwalters@umass.edu |
| Environmental Health & Safety | | | |
| Environmental Health Program (& Food Safety) | https://ehs.umass.edu/food-waivers-and-food-registration | (413) 545-2682 | Alyssa Rusiecki foodwaiver@ehs.umass.edu |

Appendix I: Fact Sheets

- A. Bake Sale Fact Sheet
- B. Barbecue Fact Sheet
- C. Caterer/Vendor Fact Sheet
- D. Incidental Retail Food Fact (Doughnuts) Fact Sheet
- E. Potluck Communal Meal Fact Sheet

F. Allergy Fact Sheet

G. Campus Allergen Fact Sheet

Appendix II: Forms

- A. Food Handler Volunteer Agreement Form (Illness Reporting)
- B. Ingredients Listing
- C. Table Tent Card for Allergens
- D. Caterer Event Notification
- E. Annual Caterer Application

Appendix III: Additional References

Campus Catering Policy (see attached document dated June 13, 2013)

The Campus Catering Policy may be found here: <https://ehs.umass.edu/catering-policy-drop-shipments>

USDA Cooking for Groups

Review this useful booklet on food safety and volunteer food preparation.

https://www.fsis.usda.gov/shared/PDF/Cooking_for_Groups.pdf

USDA Food Safety Video

Review this 30-second clip on food safety:

<https://www.youtube.com/watch?v=7W1mtjIEY2w>

Community Meals

<https://www.fsis.usda.gov/wps/portal/fsis/topics/food-safety-education/get-answers/food-safety-fact-sheets/safe-food-handling/7-steps-community-meals/7-steps-community-meals>

Proper Hand Washing Videos for Food Safety

How to wash your hands: <https://www.youtube.com/watch?v=cCpr11OuYKI>

CDC - Why to wash your hands: <https://www.youtube.com/watch?v=cCpr11OuYKI>

CDC - How to wash your hands: <https://www.youtube.com/watch?v=SGeefsvF3U>

CDC – How to wash your hands: <https://www.cdc.gov/cdctv/healthyliving/hygiene/fight-germs-wash-hands.html>