

SOP: Disinfecting High-Touch Areas and Shared Equipment

This SOP details the procedures for **disinfecting high-touch areas and shared equipment** to prevent the spread of germs and maintain a clean and safe environment. It covers the identification of high-touch surfaces, proper cleaning and disinfecting agents, frequency and methods of disinfection, safety precautions for personnel, and documentation of cleaning activities. The goal is to minimize the risk of infection transmission and promote overall hygiene in shared spaces.

1. Scope

This procedure applies to all high-touch surfaces and shared equipment in the facility, including, but not limited to, public areas, offices, and workstations.

2. Responsibilities

- **Cleaning Staff:** Follow disinfection procedures as outlined in this SOP.
- **Supervisors:** Ensure staff training, compliance, and documentation accuracy.
- **All Employees:** Report areas requiring additional cleaning or disinfection.

3. Identification of High-Touch Surfaces

Area	Examples of High-Touch Surfaces
Entrances & Hallways	Doorknobs, push plates, handrails, light switches
Restrooms	Faucet handles, soap dispensers, toilet flush levers, door handles
Workspaces	Desks, keyboards, mice, phones, chair arms
Shared Equipment	Copiers, printers, shared tools, break room appliances

4. Cleaning and Disinfecting Agents

- Use EPA-registered disinfectants suitable for the surface and recommended for the relevant pathogens.
- Follow manufacturer instructions for application, dilution, contact time, and safety precautions.

5. Frequency and Methods of Disinfection

1. **Routine Disinfection:**
 - High-touch areas: At least twice daily and upon visible contamination.
 - Shared equipment: After each use or at the end of each shift.
2. **Methods:**
 - Wear appropriate PPE (gloves, mask, eye protection if required).
 - Clean visibly dirty surfaces with detergent before disinfection.
 - Apply disinfectant evenly, ensuring contact time as specified by product guidelines.
 - Allow surfaces to air dry when possible.

6. Safety Precautions

- Always wear appropriate PPE (personal protective equipment).
- Ventilate the area during and after disinfection if needed.
- Do not mix different cleaning agents unless specified by the manufacturer.
- Wash hands thoroughly after completing cleaning activities.

7. Documentation

1. Complete cleaning logs after each disinfection session.

2. Include date, time, area cleaned, surfaces disinfected, products used, and staff initials.
3. Report and document any issues or incidents immediately.

Date/Time	Area Cleaned	Surfaces Disinfected	Product Used	Staff Initials

8. References

- CDC Guidelines for Environmental Infection Control in Healthcare Facilities
- EPA List N: Disinfectants for Use Against SARS-CoV-2
- Manufacturer Instructions for Cleaning Products

9. Revision History

Version	Date	Description of change	Author
1.0		Initial SOP release	