

SOP: Sanitation and Hygiene Standards for Training Areas

Purpose: This SOP establishes **sanitation and hygiene standards for training areas**, covering protocols for cleaning, disinfecting, waste management, and personal hygiene to maintain a safe and healthy environment for all participants. It includes guidelines for regular sanitation schedules, proper use of cleaning agents, ventilation requirements, and monitoring to prevent contamination and the spread of infections during training sessions.

1. Scope

This SOP applies to all personnel responsible for training area maintenance, instructors, trainees, and any other occupants using the training facilities.

2. Responsibilities

- **Facility Manager:** Overall enforcement of this SOP, provision of cleaning supplies, and ensuring proper waste disposal.
- **Cleaning Staff:** Execution of cleaning and disinfection procedures as per schedule.
- **Instructors & Trainees:** Adherence to personal hygiene practices and immediate reporting of any sanitation issues.

3. Sanitation Protocols

3.1 Cleaning and Disinfecting Procedures

- Frequently touched surfaces (e.g., doorknobs, tables, equipment) must be cleaned and disinfected every **two hours** during sessions and after each training day.
- Floors should be cleaned at the end of each day.
- All cleaning agents and disinfectants used must be approved by relevant health authorities.

3.2 Cleaning Schedule

Area	Frequency	Responsible
Desks & Tables	After each use	Cleaning Staff
Equipment	After each use	Users/Cleaning Staff
Floors	Daily	Cleaning Staff
Restrooms	Every 2 hours	Cleaning Staff
Door Handles/Switches	Every 2 hours	Cleaning Staff
Trash Bins	As needed, at least daily	Cleaning Staff

3.3 Ventilation Requirements

- Ensure all training rooms are well-ventilated during sessions.
- Open windows and doors where possible, or use air purifiers/extractors as per facility capability.

4. Personal Hygiene Standards

- Handwashing stations and/or alcohol-based hand sanitizers should be accessible at all entry points.
- Participants and staff must wash or sanitize hands upon arrival, after breaks, and after using restroom facilities.
- Food and drink should only be consumed in designated areas; these areas require additional sanitation.
- Face masks should be worn if required by public health guidelines.

5. Waste Management

- All waste must be disposed of daily, with special attention to used tissues, masks, and gloves.
- Use closed bins lined with plastic bags for waste collection; change liners daily.

- Hazardous or contaminated waste should be handled according to local regulations.

6. Monitoring and Compliance

- The facility manager will conduct daily checks using a standardized checklist.
- Non-compliance must be addressed immediately and corrective action documented.
- Records of cleaning and sanitation must be maintained and available for inspection.

7. Training and Awareness

- All personnel must receive training on sanitation protocols and personal hygiene requirements.
- Signs with instructions on handwashing, mask usage, and proper cleaning procedures must be displayed in visible locations.

8. Review and Update

- This SOP must be reviewed annually or whenever there are changes in public health guidelines.
- Amendments should be communicated to all staff and clearly documented.