

# Standard Operating Procedure (SOP)

## Hand Washing and Sanitization Guidelines

This SOP details **hand washing and sanitization guidelines** essential for maintaining hygiene and preventing the spread of infections. It covers proper hand washing techniques, recommended duration, use of soap and water, appropriate hand sanitizers, and critical times for hand hygiene, such as before eating and after contact with contaminants. These guidelines aim to promote health and safety in workplaces, healthcare settings, and public areas by reducing the transmission of germs and ensuring effective personal hygiene practices.

### 1. Purpose

To establish standardized procedures for effective hand hygiene in order to minimize the risk of infection and transmission of contaminants.

### 2. Scope

This SOP applies to all employees, healthcare professionals, visitors, and the general public within the premises.

### 3. Responsibilities

- All individuals are responsible for adhering to hand hygiene practices.
- Supervisors and managers must ensure compliance and facilitate access to necessary supplies.

### 4. Hand Washing Procedure

1. Wet hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather hands by rubbing them together with the soap. Lather the backs of hands, between fingers, and under nails