

# Standard Operating Procedure (SOP)

## Personal Hygiene and Handwashing Protocols

This SOP describes **personal hygiene and handwashing protocols**, emphasizing the importance of maintaining cleanliness to prevent the spread of infections and ensure overall health. It covers proper handwashing techniques, appropriate use of sanitizers, timing and frequency of handwashing, personal grooming standards, and guidelines for handling personal protective equipment. The objective is to promote effective hygiene practices among all personnel to minimize contamination risks in various environments.

### 1. Purpose

To outline the standards and procedures necessary to maintain personal hygiene and handwashing for all personnel, ensuring minimized risk of contamination and disease transmission.

### 2. Scope

This SOP applies to all personnel, contractors, and visitors who access the facility or work in environments requiring high hygiene standards.

### 3. Responsibilities

- **All Personnel:** Adhere to the protocols outlined in this SOP.
- **Supervisors/Managers:** Ensure compliance, provide training, and monitor hygiene practices.
- **Quality/Health & Safety Officers:** Conduct inspections and audits on personal hygiene compliance.

### 4. Definitions

- **Hand hygiene:** General term applying to handwashing, antiseptic handwash, hand rubbing/alcohol-based sanitizers, and surgical hand hygiene.
- **PPE:** Personal Protective Equipment used for protection against hazards.

### 5. Procedure

#### 1. Personal Grooming Standards:

- Keep hair clean, tied back, and covered where required.
- Maintain short, clean nails; avoid nail polish or artificial nails.
- Avoid wearing jewelry (except plain bands where permitted).
- Wear clean uniforms or clothing appropriate for the environment.

#### 2. Handwashing Procedure:

- Wet hands with clean, running water.
- Apply enough soap to cover all hand surfaces.
- Rub hands palm to palm, between fingers, under nails, and backs of hands for at least 20 seconds.
- Rinse thoroughly under running water.
- Dry hands completely with a clean towel or air dryer.

#### 3. Use of Hand Sanitizer:

- If soap and water are unavailable, use an alcohol-based hand sanitizer containing at least 60% alcohol.
- Apply product to palm, rub hands together covering all hand surfaces until dry.

#### 4. Timing and Frequency:

- Before and after eating or handling food.
- After using the restroom.
- Before and after using PPE.
- After contact with potentially contaminated surfaces or materials.
- Upon entering or leaving the facility or work area.

#### 5. Handling Personal Protective Equipment (PPE):

- Always wash hands before donning and after removing PPE.
- Dispose of single-use PPE properly.
- Clean and store reusable PPE as per manufacturer's instructions.

### 6. Training

All personnel must receive initial and periodic refresher training on these protocols.

### 7. Records

- Training attendance sheets
- Hand hygiene compliance checklists
- Incident reports for non-compliance

## **8. Review and Revision**

This SOP shall be reviewed annually or upon significant procedural updates.

## **9. References**

- World Health Organization (WHO) Guidelines on Hand Hygiene in Health Care
- Centers for Disease Control and Prevention (CDC) Hand Hygiene Recommendations
- Company or facility-specific hygiene and PPE protocols