

SOP Template: Sanitization, Disinfection, and Hygiene Standards for Treatment Areas

This SOP establishes **sanitization, disinfection, and hygiene standards for all treatment areas**, detailing procedures for cleaning protocols, usage of approved disinfectants, staff personal hygiene requirements, and maintenance of sterile environments. The goal is to prevent contamination, reduce the risk of infection, and ensure a safe and hygienic setting for both patients and healthcare personnel.

1. Scope

This SOP applies to all staff and contractors responsible for cleaning and maintaining hygiene in treatment areas including but not limited to examination rooms, surgical suites, procedure rooms, and patient care areas.

2. Responsibilities

- **Management:** Ensure availability of cleaning supplies and appropriate PPE; provide training.
- **Cleaning Staff:** Perform sanitization and disinfection as per protocols.
- **Clinical Staff:** Adhere to hygiene standards and report contamination incidents.

3. Cleaning Protocols

Area/Surface	Frequency	Procedure
High-touch surfaces (door handles, switches, etc.)	Every 2 hours & after each patient	Wipe down with approved disinfectant; allow surfaces to air dry
Examination/Treatment tables	After each patient	Clean with detergent, disinfect with hospital-grade agent
Floors	Daily & as needed	Wet mop with disinfectant solution
Medical equipment	After each use	Follow equipment-specific cleaning instructions; use disinfectant wipes
Waste bins	At least daily & when full	Empty and disinfect both inside and outside

4. Approved Disinfectants

- Use only disinfectants meeting local and international standards (e.g., EPA-registered, EN standards).
- Follow manufacturers' instructions for dilution, contact time, and PPE requirements.
- Maintain a log of all disinfectants in use, including expiry dates and batch numbers.

5. Staff Personal Hygiene

- Staff must wash hands with soap and water or use alcohol-based sanitizer before and after patient contact and after removing gloves.
- Uniforms/scrubs must be clean and changed regularly.
- Hair must be tied back; jewelry and watches discouraged in treatment areas.
- Gloves and face masks must be worn as appropriate and disposed of after use.

6. Maintenance of Sterile Environments

- Designate and maintain sterile areas for procedures as required.
- Restrict access to sterile zones; post signage as necessary.
- Use single-use, sterile instruments where possible; otherwise, ensure proper sterilization.
- Monitor and document temperature and humidity in areas where required.

7. Record Keeping & Monitoring

- Maintain logs of cleaning, disinfection, and staff training.
- Supervisors to conduct regular audits and report deviations.
- Report any incidents of contamination, spillage, or infection risk immediately.

8. Training

- All staff involved must undergo training in infection prevention and control annually or as required.
- Training documentation shall be maintained by HR or department manager.

9. References

- CDC Guidelines for Environmental Infection Control in Health-Care Facilities
- Local Ministry of Health standards and regulations
- Manufacturer instructions for chemical disinfectants and equipment

Review Schedule: This SOP should be reviewed annually or upon update of relevant regulations or best practices.

Approved by: _____ **Date:** _____