

Standard Operating Procedure (SOP): Hand Hygiene and Use of Personal Protective Equipment (PPE)

This Standard Operating Procedure (SOP) details **hand hygiene and use of personal protective equipment (PPE)** to prevent contamination and ensure safety in the workplace. It covers proper handwashing techniques, use of hand sanitizers, guidelines for selecting and wearing appropriate PPE, procedures for donning and doffing equipment safely, maintenance and disposal protocols, and training requirements. The objective is to minimize the risk of infection and exposure to hazardous substances, protecting both employees and clients.

1. Scope

This SOP applies to all staff, visitors, and contractors who enter, work in, or visit the facility.

2. Responsibilities

- **All Personnel:** Must comply with hand hygiene and PPE protocols at all times.
- **Supervisors/Managers:** Ensure availability of supplies, monitoring, and training compliance.
- **Health and Safety Officer:** Oversees protocol updates and incident investigations.

3. Hand Hygiene Procedures

3.1 Handwashing with Soap and Water

1. Remove jewelry and wet hands with clean, running water.
2. Apply soap and lather all hand surfaces, including back of hands, between fingers, and under nails.
3. Scrub for at least 20 seconds.
4. Rinse thoroughly with running water.
5. Dry hands with disposable towel or air dryer.
6. Use the towel to turn off faucet if applicable.

3.2 Use of Alcohol-Based Hand Sanitizer

1. Apply a palmful of sanitizer (at least 60% alcohol) to one hand.
2. Rub hands together, covering all surfaces until dry.

3.3 When to Perform Hand Hygiene

- Before and after any direct patient/client contact.
- Before donning and after removing PPE.
- After contact with bodily fluids or contaminated surfaces.
- Before eating, drinking, or touching face.
- After using the restroom.

4. Personal Protective Equipment (PPE)

4.1 Selection Guidelines

- Determine PPE needed based on risk assessment and task (see Table 1).
- Choose properly sized equipment for individual fit.
- Inspect equipment for defects before use.

4.2 Types of PPE

Type	Protection Provided	Common Use
Gloves	Hand protection	Handling hazardous materials, patient care
Gown/Apron	Body protection	Exposure to fluids, spills
Mask/Respirator	Respiratory protection	Infection control, airborne hazard

Eye Protection	Eye protection	Splash, chemical risk
Face Shield	Full face protection	Procedures with splash potential

4.3 Donning PPE

1. Perform hand hygiene.
2. Put on gown/apron.
3. Don mask or respirator, adjusting fit.
4. Add eye protection if required.
5. Put on gloves, ensuring they cover wrist of gown.

4.4 Doffing PPE

1. Remove gloves first, avoiding skin contact with exterior.
2. Remove gown/apron, rolling inside out.
3. Perform hand hygiene.
4. Remove eye protection and mask/respirator by straps.
5. Perform hand hygiene again.

5. Maintenance and Disposal

- Dispose of single-use PPE in designated biohazard or waste bins immediately after use.
- Clean and disinfect reusable equipment after each use as per manufacturer's instructions.
- Store PPE in clean, dry locations when not in use.

6. Training and Compliance

- All new employees must undergo initial hand hygiene and PPE training during onboarding.
- Annual refresher training is mandatory.
- Supervisors conduct regular observation and spot-checks for compliance.
- Incident of non-compliance must be reported and addressed immediately.

7. Documentation

- Records of hand hygiene and PPE training must be maintained.
- Incident and observation reports should be kept as per compliance requirements.

8. References

- World Health Organization (WHO) Guidelines on Hand Hygiene in Health Care
- Centers for Disease Control and Prevention (CDC) PPE Guidance
- Facility-specific infection prevention protocols