

# Standard Operating Procedure (SOP): Infection Control and Sanitation Measures

This SOP details **infection control and sanitation measures** essential for maintaining a hygienic environment. It covers protocols for hand hygiene, use of personal protective equipment (PPE), cleaning and disinfection of surfaces, waste management, sterilization of medical instruments, and managing outbreak situations. The objective is to prevent the spread of infections, ensuring the safety of patients, staff, and visitors through consistent adherence to best practices and regulatory standards.

## 1. Scope

This SOP applies to all staff, contractors, and visitors within the facility.

## 2. Responsibilities

- **Infection Control Officer:** Oversee implementation and compliance.
- **All Staff:** Adhere strictly to all procedures outlined.
- **Cleaning Staff:** Ensure thorough cleaning and disinfection.
- **Supervisors:** Monitor practices and report breaches.

## 3. Hand Hygiene Protocol

1. Wash hands with soap and water for at least 20 seconds.
2. Use alcohol-based hand sanitizer (minimum 60% alcohol) if water is unavailable.
3. Practice hand hygiene:
  - Before and after patient contact
  - After contact with potentially contaminated surfaces
  - Before donning and after removing gloves

## 4. Personal Protective Equipment (PPE)

1. Wear appropriate PPE (gloves, masks, gowns, eye protection) as required.
2. Don and doff PPE following standard procedures to prevent contamination.
3. Dispose of single-use PPE in designated containers immediately after use.
4. Report PPE shortages to the supervisor promptly.

## 5. Cleaning and Disinfection of Surfaces

1. Clean high-touch surfaces (doorknobs, light switches, equipment) frequently using approved disinfectants.
2. Follow manufacturer instructions for dilution and contact time.
3. Use separate cleaning equipment for different areas to avoid cross-contamination.
4. Document cleaning schedules.

## 6. Waste Management

1. Segregate waste by category (infectious, sharps, general).
2. Use color-coded bins as per facility policy.
3. Seal and transport waste to designated disposal areas.
4. Ensure all staff are trained in safe waste handling procedures.

## 7. Sterilization of Medical Instruments

1. Clean all reusable instruments with detergent and water before sterilization.
2. Sterilize using autoclave or other validated methods.
3. Store sterile items in designated, clean areas.
4. Maintain detailed records of sterilization cycles and equipment maintenance.

## 8. Outbreak Management

1. Report suspected infection outbreaks immediately to the Infection Control Officer.
2. Implement isolation and cohorting procedures as directed.

3. Increase cleaning frequency and reinforce PPE use during outbreaks.
4. Communicate control measures to all staff and visitors.
5. Assist in contact tracing and follow-up as needed.

## 9. Training and Compliance

1. All staff must undergo regular infection control training sessions.
2. Monitor compliance through regular audits and feedback.
3. Address non-compliance with corrective actions and retraining.

## 10. Records and Documentation

- Maintain logs for hand hygiene audits, cleaning schedules, PPE inventory, waste disposal, and sterilization cycles.
- Store records securely for inspection and quality assurance purposes.

## 11. Review

- This SOP shall be reviewed annually or after significant changes to infection control guidelines or regulations.

### Approval

Name	Position	Signature	Date