

# SOP: Cleanliness and Infection Control Measures

This SOP details **cleanliness and infection control measures** essential for maintaining a hygienic environment and preventing the spread of infections. It covers protocols for regular cleaning, disinfection practices, personal hygiene standards, waste management, use of protective equipment, and monitoring procedures to ensure compliance with health and safety regulations. The objective is to protect staff, clients, and the facility by minimizing contamination risks and promoting a safe, healthy workplace.

## 1. Purpose

To establish standardized procedures for maintaining cleanliness and controlling infection risks in the facility.

## 2. Scope

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

## 3. Responsibilities

- **Facility Manager:** Ensure implementation and compliance of all infection control measures.
- **Staff:** Follow procedures detailed in this SOP, participate in training, and report issues.
- **Cleaning Personnel:** Perform cleaning and disinfection tasks as per schedules and protocols.

## 4. Procedures

### 4.1 Regular Cleaning Protocol

1. Clean all high-touch surfaces (e.g., doorknobs, light switches, desks) at least twice daily.
2. Use approved cleaning agents and follow manufacturer instructions.
3. Document cleaning activities in the Cleaning Log Sheet.

### 4.2 Disinfection Practices

1. Disinfect areas with appropriate disinfectants after cleaning.
2. Allow surfaces to air dry after disinfectant application.
3. Increase frequency of disinfection during outbreaks or increased risk periods.

### 4.3 Personal Hygiene Standards

1. Staff must wash hands with soap and water for at least 20 seconds:
  - Before and after contact with clients or contaminated surfaces
  - After restroom use
  - Before eating or drinking
2. Hand sanitizer should be provided and used when washing is unavailable.
3. Staff should avoid touching the face, mouth, or eyes with unwashed hands.

### 4.4 Waste Management

1. Use color-coded bins for general, recyclable, and hazardous waste.
2. Empty bins at least once daily and more frequently if required.
3. Dispose of contaminated waste following local regulations for medical/infectious waste.
4. Use gloves when handling waste and wash hands afterward.

### 4.5 Use of Protective Equipment

1. Provide staff with appropriate PPE (e.g., gloves, masks, gowns) as needed.
2. Ensure proper donning and doffing procedures are followed.
3. Replace or disinfect reusable PPE according to guidelines.

### 4.6 Monitoring and Compliance

1. Supervisors must conduct weekly audits of cleaning logs and practices.
2. Immediate corrective action must be taken for any non-compliance or lapses.

3. Document all issues and actions in the Incident Log.
4. Provide regular training/refreshers sessions for all staff.

## **5. Documentation**

- Cleaning Log Sheet
- Incident Log
- PPE Inventory and Usage Record
- Training Attendance Register

## **6. Review and Update**

This SOP must be reviewed annually, or sooner if regulations/guidelines are updated or procedural changes are necessary.

## **7. References**

- Local health authority guidelines
- CDC/WHO Infection Prevention Guidelines
- Facility Risk Assessment Reports