

# Standard Operating Procedure (SOP): Hand Hygiene and Personal Protective Equipment (PPE) Guidelines

This SOP establishes **hand hygiene and personal protective equipment (PPE) guidelines** to prevent the spread of infections and ensure the safety of all personnel. It covers proper handwashing techniques, use of sanitizers, selection and correct use of PPE, including gloves, masks, gowns, and eye protection, along with instructions on donning and doffing procedures. Adherence to these guidelines minimizes contamination risks, protects both staff and clients, and promotes a safe and healthy working environment.

## 1. Purpose

To outline procedures and best practices for hand hygiene and PPE use to minimize infection risk.

## 2. Scope

This SOP applies to all staff, contractors, and visitors who enter patient care or laboratory areas.

## 3. Responsibilities

- **All staff:** Adhere to hand hygiene and PPE guidelines.
- **Supervisors/Managers:** Ensure availability of supplies and compliance with SOP.
- **Infection Control Officer:** Monitor adherence and provide training.

## 4. Hand Hygiene

1. **Indications for Hand Hygiene:**
  - Before and after contact with clients/patients.
  - Before performing aseptic procedures.
  - After contact with blood, body fluids, or contaminated surfaces.
  - After removal of gloves or PPE.
2. **Handwashing Technique:**
  - Wet hands with water.
  - Apply enough soap to cover all surfaces.
  - Rub hands palm to palm and interlace fingers for 20 seconds.
  - Rinse thoroughly under running water.
  - Dry with a disposable towel.
3. **Hand Sanitizer:**
  - Use alcohol-based hand rub (at least 60% alcohol) if hands are not visibly soiled.
  - Apply sufficient product and rub all hand surfaces until dry.

## 5. Personal Protective Equipment (PPE)

PPE Type	Indication	Instructions for Use
Gloves	Contact with blood, body fluids, non-intact skin, or contaminated equipment	Use clean gloves; remove and discard after use. Perform hand hygiene afterwards.
Masks	Respiratory protection, when there is risk of splash, droplet or airborne transmission	Ensure snug fit over nose and mouth; do not touch mask while wearing; discard after use.

Gowns	Procedures with risk of splashes or extensive contact	Fully cover torso; tie securely; remove gown turning inside out to avoid contamination.
Eye Protection	Risk of splash or spray to eyes	Use goggles or face shield; disinfect after use or discard if disposable.

## 6. Donning and Doffing Procedures

1. **Donning (Putting On PPE):**
  - a. Perform hand hygiene.
  - b. Put on gown.
  - c. Put on mask or respirator.
  - d. Put on eye protection.
  - e. Put on gloves (covering gown cuffs).
2. **Doffing (Removing PPE):**
  - a. Remove gloves.
  - b. Remove gown.
  - c. Perform hand hygiene.
  - d. Remove eye protection.
  - e. Remove mask or respirator.
  - f. Perform hand hygiene again.

## 7. Compliance and Training

- All staff must complete mandatory training on hand hygiene and PPE use annually.
- Supervisors will perform periodic audits to ensure adherence.
- Non-compliance may result in disciplinary action.

## 8. References

- World Health Organization (WHO): *Hand Hygiene Guidelines*
- Centers for Disease Control and Prevention (CDC): *PPE Guidelines*