

SOP: Health, Safety, and COVID-19 Sanitation Procedures

This SOP details **health, safety, and COVID-19 sanitation procedures**, encompassing personal hygiene protocols, workplace cleaning and disinfection schedules, use of personal protective equipment (PPE), social distancing guidelines, symptom monitoring and reporting, visitor management, and response plans for suspected or confirmed COVID-19 cases. The goal is to maintain a safe and healthy environment by minimizing the risk of infection and ensuring compliance with public health regulations.

1. Personal Hygiene Protocols

- Wash hands frequently with soap and water for at least 20 seconds or use alcohol-based sanitizer.
- Avoid touching face, eyes, nose, and mouth with unwashed hands.
- Practice respiratory etiquette (covering coughs and sneezes with tissue or elbow).
- Promote hand hygiene by providing sanitizing stations at key points.

2. Workplace Cleaning & Disinfection Schedules

Area	Frequency	Cleaning Agent
High-touch surfaces (doorknobs, elevator buttons, light switches)	Every 2 hours	EPA-approved disinfectant
Common areas (restrooms, kitchens, meeting rooms)	Every 4 hours	Bleach solution or equivalent
Personal workstations	At start and end of every shift	Disinfectant wipes

3. Use of Personal Protective Equipment (PPE)

- Masks must be worn at all times in shared spaces.
- Gloves should be used when cleaning or assisting others.
- PPE provided at all entry points and monitored for adequate supply.
- Instructions on correct use and disposal are displayed in prominent locations.

4. Social Distancing Guidelines

- Maintain at least 6 feet (2 meters) between individuals at all times.
- Stagger breaks and shifts to reduce crowding.
- Limit capacity in meeting rooms and communal areas using signage.
- Install physical barriers where distancing is not possible.

5. Symptom Monitoring & Reporting

- Daily temperature checks and health screening questionnaires for all personnel.
- Report any symptoms (fever, cough, shortness of breath, loss of taste/smell) immediately to the supervisor or HR.
- Individuals exhibiting symptoms must self-isolate and seek medical attention as per public health guidance.

6. Visitor Management

- Restrict non-essential visitors; essential visitors must complete health screenings.
- All visitors required to wear face coverings and adhere to hygiene protocols.
- Visitor logs maintained for contact tracing purposes.

7. Response Plan for Suspected or Confirmed COVID-19 Cases

1. Isolate the individual and provide a mask if not already worn.
2. Inform management and initiate contact tracing protocols.
3. Disinfect affected areas immediately using approved cleaners.
4. Notify local public health authorities as required.
5. Communicate exposed staff and provide instructions per public health recommendations.
6. Facilitate safe return-to-work procedures after isolation/quarantine periods.

8. Training & Compliance

- Conduct regular staff training on SOP updates and COVID-19 risks.
- Display SOP highlights in common areas.
- Monitor and enforce compliance; address violations promptly.

Revision & Review

This SOP will be reviewed monthly or as new public health guidelines are issued.

Last Updated: [Insert Date]