

SOP Template: Infection Control and Hygiene Practices

This SOP establishes comprehensive **infection control and hygiene practices** to prevent the spread of infections and ensure a safe and healthy environment. It includes protocols for hand hygiene, use of personal protective equipment (PPE), cleaning and disinfection procedures, waste management, respiratory hygiene, and staff training. The objective is to minimize the risk of contamination and protect patients, healthcare workers, and visitors by maintaining high standards of cleanliness and infection prevention.

1. Purpose

To provide guidelines and procedures for effective infection control and hygiene within the facility, ensuring protection against infectious agents and promoting a safe environment for all.

2. Scope

This SOP applies to all staff, patients, and visitors within the facility, including clinical and non-clinical areas.

3. Responsibilities

- **Staff:** Follow all infection control protocols and report any breaches or risks.
- **Supervisors/Managers:** Ensure compliance, provide resources, and facilitate training.
- **Infection Control Team:** Monitor practices, update protocols, and conduct audits.

4. Hand Hygiene

- Wash hands with soap and water or use alcohol-based hand rub:
 - Before and after patient contact
 - After removing gloves
 - After touching potentially contaminated surfaces
- Follow the WHO or CDC recommended handwashing steps and duration (at least 20 seconds).

5. Personal Protective Equipment (PPE)

- Wear appropriate PPE (gloves, masks, gowns, eye protection) based on the level of exposure risk.
- Don and doff PPE following established protocols.
- Dispose of used PPE safely after each use.

6. Cleaning and Disinfection

- Clean and disinfect surfaces and equipment regularly using approved disinfectants.
- Pay special attention to high-touch surfaces (doorknobs, bed rails, light switches, etc.).
- Maintain cleaning schedules and records.

7. Waste Management

- Segregate waste into infectious and non-infectious categories.
- Dispose of waste in clearly labelled, color-coded bins.
- Follow local regulations for collection, transport, and disposal of medical waste.

8. Respiratory Hygiene

- Encourage covering of mouth and nose with a tissue or elbow when coughing or sneezing.
- Dispose of tissues immediately and perform hand hygiene.
- Provide masks for symptomatic individuals.

9. Staff Training

- Conduct regular training sessions on infection control practices.
- Ensure new staff receive orientation on hygiene protocols.
- Refresh and update training annually or as protocols change.

10. Monitoring and Compliance

- Carry out routine audits of hygiene practices and report findings.
- Document incidents or breaches and implement corrective actions.

11. References

- World Health Organization (WHO) Guidelines on Hand Hygiene
- Centers for Disease Control and Prevention (CDC) Infection Control

12. Review/Revision

This SOP shall be reviewed annually or as needed to incorporate new evidence or changes in regulations and practices.