

Standard Operating Procedure (SOP): Infection Prevention and Surveillance Protocols

This SOP establishes **infection prevention and surveillance protocols**, detailing procedures for minimizing the risk of infectious disease transmission, monitoring infection rates, implementing hygiene and sanitation standards, conducting routine screenings and testing, managing outbreak containment, and reporting infection data. The goal is to protect patients, staff, and the community by ensuring effective infection control measures and timely identification of potential infection threats.

1. Scope

This SOP applies to all staff, patients, and visitors within the healthcare facility. It outlines the required protocols for infection prevention and monitoring.

2. Responsibilities

- **Infection Control Team:** Oversee SOP implementation, training, and audits.
- **All Staff:** Follow all procedures described herein and report infection risks or breaches.
- **Supervisors/Managers:** Ensure staff compliance and maintain adequate supplies.

3. Procedures

3.1 Minimizing Risk of Disease Transmission

- Ensure hand hygiene (soap & water or alcohol-based sanitizer) before and after patient contact.
- Consistent use of PPE (gloves, masks, gowns, eye protection) as required per risk assessment.
- Implementation of respiratory hygiene/cough etiquette protocols.
- Implement physical distancing strategies where appropriate.

3.2 Hygiene and Sanitation Standards

- Daily cleaning and disinfection of high-touch surfaces.
- Routine environmental cleaning schedules for patient and public areas.
- Proper disposal of medical and biological waste, following regulatory guidelines.

3.3 Routine Screenings and Testing

- Screen patients and staff for infectious symptoms upon arrival/admission and periodically as necessary.
- Conduct targeted testing in response to symptoms or exposure events.
- Document all screenings and test results in secure records for surveillance purposes.

3.4 Surveillance and Monitoring of Infection Rates

- Maintain ongoing surveillance of infection rates using case definitions and surveillance tools.
- Analyze trends to identify outbreaks or areas needing intervention.
- Regularly report infection data to department leads and public health authorities as required.

3.5 Outbreak Containment and Management

- Immediately isolate suspected or confirmed infectious cases.
- Initiate contact tracing and risk notification protocols.
- Enhance targeted cleaning and disinfection in affected areas.
- Communicate outbreak status and containment measures to all relevant parties.

3.6 Reporting and Documentation

- Record all infection prevention activities, screening results, and incident investigations.
- Report notifiable diseases and outbreak events to health authorities per policy.
- Maintain confidentiality and secure storage of infectious disease data.

4. Training and Compliance

- All staff must complete infection control and prevention training annually and upon hire.

- Regular refreshers and drills should be conducted as part of ongoing education.
- Noncompliance will result in corrective actions as per organizational policy.

5. Review and Audit

- SOP review and updates to occur annually or as new guidelines arise.
- Conduct regular audits to ensure adherence to protocols.
- Document and address any identified gaps or opportunities for improvement.

6. References

- World Health Organization (WHO) Infection Prevention and Control Guidelines
- Centers for Disease Control and Prevention (CDC) Healthcare Infection Control Practices
- Local and national infectious disease reporting regulations

7. Appendices

Appendix	Description
A	Hand hygiene checklist
B	PPE usage guide
C	Incident reporting form
D	Example surveillance log

This SOP is subject to periodic review and update in accordance with new evidence or regulatory changes.