

SOP: Sanitization of High-Touch Surfaces

This SOP details the **sanitization of high-touch surfaces**, focusing on doors, counters, and payment terminals. It includes cleaning protocols, recommended disinfectants, frequency of sanitization, and safety precautions to minimize the risk of contamination and ensure a hygienic environment for both staff and customers.

1. Purpose

To establish consistent procedures for sanitizing high-touch surfaces to reduce the transmission of pathogens and maintain a safe environment.

2. Scope

This SOP applies to all staff responsible for cleaning and sanitizing high-touch surfaces, specifically **doors, counters, and payment terminals** in customer and staff areas.

3. Responsibilities

- **All staff:** Follow this SOP to ensure proper sanitization of designated areas.
- **Supervisors:** Ensure compliance and maintain supply of cleaning materials.

4. Materials & Equipment

- Disposable gloves
- Face mask (as required)
- EPA-registered disinfectant or approved sanitizing wipes
- Microfiber cloths or disposable paper towels
- Trash bin for disposing used materials

5. Cleaning Protocol

1. Wash or sanitize hands before putting on disposable gloves and face mask.
2. For visible dirt, clean surfaces using a detergent and water prior to disinfecting.
3. Apply **disinfectant** (as per manufacturer's instructions) to:
 - Door handles, push plates, and edges
 - Countertops (customer and staff sides)
 - Payment terminal buttons and touch screens
4. Ensure the surface remains wet for the recommended contact time.
5. Allow surfaces to air dry fully.
6. Dispose of used gloves and cleaning materials appropriately; sanitize hands after removal of gloves.

6. Recommended Disinfectants

- EPA-approved disinfectant wipes or sprays suitable for electronic devices and hard surfaces
- 70% isopropyl alcohol wipes for electronics (especially payment terminals)

Always check compatibility with manufacturer guidelines for electronic devices.

7. Frequency of Sanitization

Surface	Frequency
Doors (handles, push plates)	Every 2 hours and after peak periods
Counters	Every 2 hours and after spills or contamination
Payment Terminals	After each customer use when possible, minimum every 2 hours

8. Safety Precautions

- Wear gloves and face masks when cleaning.
- Ensure proper ventilation in cleaning areas.
- Do not mix cleaning chemicals.
- Follow all manufacturer instructions for disinfectants and cleaning agents.

9. Documentation

Complete checklists for each sanitization round and report any supply shortages or issues to a supervisor immediately.

10. Revision History

Version	Date	Description of Change
1.0	2024-06	Initial SOP creation