

SOP: Personal Hygiene and Handwashing Protocols for Staff

This SOP establishes **personal hygiene and handwashing protocols for staff**, detailing proper handwashing techniques, the importance of maintaining personal cleanliness, appropriate use of hand sanitizers, guidelines for wearing clean and suitable attire, and procedures for preventing cross-contamination. The aim is to minimize the risk of infection and ensure a safe and healthy environment for both staff and clients.

1. Purpose

To ensure all staff maintain high standards of personal hygiene and comply with effective handwashing and cleanliness practices in order to minimize the risk of infection and cross-contamination.

2. Scope

This SOP applies to all staff involved in operational areas and any personnel entering work areas.

3. Responsibilities

- **Staff:** To follow all personal hygiene and handwashing protocols as outlined in this SOP.
- **Supervisors/Managers:** To monitor compliance, provide necessary resources, and take corrective action if standards are not met.

4. Personal Hygiene Standards

- Shower or bathe daily before reporting to work.
- Keep hair clean, neat, and tied back (if long).
- Keep fingernails clean, trimmed, and unpolished.
- Avoid strong perfumes, colognes, or scented body products.
- Cover cuts, abrasions, or wounds with appropriate waterproof dressings.
- Refrain from wearing jewelry (except a plain band ring if permitted).
- Maintain oral hygiene.

5. Dress Code and Attire

- Wear clean, laundered uniforms or designated work attire daily.
- Wear appropriate footwear (closed-toe, non-slip where required).
- Personal protective equipment (PPE) (e.g., gloves, masks, aprons) must be used as outlined by job duties and replaced as needed.

6. Handwashing Protocol

1. Wet hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather hands by rubbing them together with the soap, including backs of hands, between fingers, and under nails.
3. Scrub hands for at least 20 seconds.
4. Rinse hands well under clean, running water.
5. Dry hands using a clean disposable towel or air dryer.
6. Use a towel to turn off the faucet if required.

7. When to Wash Hands

- Before starting work and after breaks.
- After using the restroom.
- After touching face, hair, or personal items.
- After coughing, sneezing, or blowing nose.
- After handling waste, cleaning, or chemicals.
- Before and after handling food, beverages, or utensils (if applicable).
- After removing gloves or PPE.

8. Hand Sanitizer Use

- Use alcohol-based hand sanitizer (at least 60% alcohol) if soap and water are not available.

- Rub hand sanitizer over all surfaces of hands and fingers until dry.
- Hand sanitizer does not replace handwashing when hands are visibly dirty.

9. Preventing Cross-Contamination

- Avoid touching face, nose, mouth, or eyes while at work.
- Immediately clean and sanitize any surfaces or equipment that may have been contaminated.
- Change gloves between tasks and discard properly.
- Report any communicable illnesses or symptoms to a supervisor immediately.

10. Training & Compliance

- All staff must receive initial and periodic (at least annual) training on personal hygiene and handwashing protocols.
- Supervisors are to monitor compliance and provide corrective action as necessary.

11. Records

- Training attendance and compliance records must be maintained for reference and auditing.

12. Review

This SOP shall be reviewed at least annually and updated as required to ensure continued effectiveness and compliance with regulatory and industry standards.

Prepared by: _____

Approved by: _____

Effective date: _____

Review date: _____