

Standard Operating Procedure (SOP): Sanitizing High-Touch Surfaces and Fixtures

This SOP provides comprehensive guidelines for **sanitizing high-touch surfaces and fixtures** to minimize the spread of pathogens and maintain a clean, safe environment. It covers the identification of high-touch areas, selection of appropriate disinfectants, proper cleaning techniques, frequency of sanitization, use of personal protective equipment (PPE), and disposal of cleaning materials. Following these procedures ensures effective reduction of contamination risks in workplaces, public spaces, and healthcare settings.

1. Purpose

To establish standardized procedures for effective sanitization of high-touch surfaces and fixtures to prevent cross-contamination and maintain hygiene standards.

2. Scope

This SOP applies to all staff responsible for cleaning in offices, healthcare facilities, public spaces, restrooms, and any location with frequent human contact surfaces.

3. Responsibilities

- Cleaning Staff: Perform sanitization as per guidelines.
- Supervisors: Ensure proper training and compliance.
- All Staff: Report areas that require additional cleaning.

4. Identification of High-Touch Surfaces

Examples include:

- Door handles and knobs
- Light switches
- Handrails
- Countertops and tables
- Elevator buttons
- Phones, keyboards, and touchscreens
- Restroom fixtures (faucets, flush levers, dispensers)
- Shared equipment controls

5. Approved Disinfectants

Disinfectant	Active Ingredient	Contact Time	Notes
EPA-registered hospital disinfectant	Quaternary ammonium compounds	As per label	For general surfaces
Bleach solution (1:10 dilution)	Sodium hypochlorite (0.5%)	1 minute	For non-metal surfaces
Alcohol solutions	Isopropyl/Ethyl alcohol (≥70%)	1 minute	For electronics

6. Procedures

1. Preparation

- Put on required PPE: disposable gloves, mask, eye protection, and gowns if necessary.
- Assemble cleaning supplies and approved disinfectants.
- Ensure the area is well-ventilated.

2. Cleaning Steps

- Remove visible soil/dirt with detergent and water.
- Apply disinfectant to the entire surface, ensuring even coverage.
- Allow surface to remain wet for the **required contact time** as specified on the product label.
- Wipe with a clean cloth if necessary after disinfection.

3. Completion

- Remove PPE in accordance with safe doffing procedures.
- Dispose of used materials in designated waste containers.
- Wash hands thoroughly with soap and water for at least 20 seconds.

7. Frequency

- At least **twice daily** for frequently touched surfaces.
- More frequent cleaning during outbreaks or high-traffic periods.
- Immediately after contamination or visible soiling.

8. PPE Requirements

- Disposable gloves (single-use)
- Face mask or surgical mask
- Eye protection (if splashing likely)
- Disposable gown/apron (for high-risk areas)

9. Disposal of Materials

- Place soiled gloves, wipes, and cloths in waste containers lined with plastic bags.
- Replace PPE after each cleaning session or as needed.
- Wash reusable equipment thoroughly after use.

10. Documentation

- Record date, time, area cleaned, and staff initials in the cleaning log.
- Report any incidents or supply shortages promptly to the supervisor.

11. Training

- All staff must be trained on proper cleaning and disinfection protocols, PPE use, and safety measures.

12. References

- CDC Guidelines for Environmental Infection Control in Healthcare Facilities
- EPA List N: Disinfectants for Use Against SARS-CoV-2
- Occupational Safety and Health Administration (OSHA) Standards

Review Date: _____ Approved By: _____