

SOP: Staff Hygiene and Uniform Requirements

This SOP details the **staff hygiene and uniform requirements** to maintain a clean, professional, and safe work environment. It covers guidelines on personal cleanliness, handwashing protocols, approved uniform standards, proper use of protective clothing, and regular laundering of uniforms. The objective is to ensure all staff adhere to hygiene practices and dress codes that promote health, safety, and the company's professional image.

1. Purpose

To outline and implement consistent staff hygiene and uniform requirements necessary to uphold a standard of cleanliness, professionalism, and safety throughout the workplace.

2. Scope

This SOP applies to all employees, contractors, and temporary staff required to wear uniforms or work in areas with specific hygiene standards.

3. Responsibilities

- **Staff:** Adhere to hygiene and uniform requirements as outlined.
- **Supervisors/Managers:** Monitor compliance and address any violations promptly.
- **HR/Administration:** Provide feedback and training regarding hygiene and uniforms.

4. Hygiene Guidelines

- Bathe or shower daily before reporting for duty.
- Maintain clean, well-trimmed fingernails and avoid wearing nail polish or artificial nails.
- Refrain from wearing strong perfumes, colognes, or scented lotions during work hours.
- Hair must be clean, tidy, and secured away from the face if necessary.
- Jewelry should be minimal and not interfere with job duties; avoid dangling or large pieces.

5. Handwashing Protocols

- Wash hands with soap and water for at least 20 seconds:
 - Before starting work, after breaks, and after restroom use
 - After handling waste or cleaning agents
 - Before and after eating or handling food
- Dry hands with disposable towels or hand dryers.
- Use hand sanitizers where appropriate, but not as a substitute for handwashing.

6. Uniform Standards

- Uniform must be clean, pressed, and in good repair at all times.
- Wear the approved company-issued uniform for your position. Unauthorized garments are not permitted.
- Appropriate, closed-toe, and non-slip footwear must be worn as required.
- Uniforms should display the company logo if applicable.

7. Protective Clothing

- Wear protective clothing (aprons, gloves, hairnets, etc.) as required by role or specific tasks.
- Remove and properly dispose of single-use protective items after use.
- Replace damaged or excessively soiled protective clothing immediately.

8. Uniform Laundering

- Launder uniforms regularly, at least once per shift or as needed if soiled.
- Do not store dirty uniforms in work areas.
- If laundering is provided by the company, follow established drop-off and pick-up procedures.

9. Non-compliance

- Staff found in violation of these standards will be required to correct the issue immediately.
- Repeated violations may result in disciplinary action as per company policy.

10. Review

This SOP should be reviewed annually and updated as needed to reflect changes in regulations or company policy.