

SOP Template: Personal Hygiene and Handwashing Protocols

This SOP establishes **personal hygiene and handwashing protocols** to promote health and prevent the spread of infections. It details proper handwashing techniques, the use of sanitizers, the importance of maintaining cleanliness, guidelines for hand hygiene in different work environments, and the frequency of handwashing. By adhering to these protocols, individuals can significantly reduce the risk of contamination and protect themselves and others from illness.

1. Objectives

- Minimize the risk of infection and cross-contamination.
- Standardize hygiene and handwashing practices across all personnel.
- Promote a clean and safe environment.

2. Scope

This protocol applies to all staff, visitors, and contractors in the facility.

3. Personal Hygiene Requirements

- Wear clean, appropriate clothing as per dress code.
- Keep fingernails short, trimmed, and clean. Avoid artificial nails or nail polish.
- Tie back long hair and cover as required.
- Do not wear jewelry on hands or wrists except wedding bands.
- Report any open wounds, sores, or illnesses to supervisor.

4. Handwashing Protocol

4.1 When To Wash Hands

- Before starting work and after breaks.
- Before and after eating, drinking, or smoking.
- After using the restroom.
- After handling waste or contaminated materials.
- After coughing, sneezing, or blowing nose.
- Before and after handling raw food (if applicable).
- After touching face, hair, or mouth.
- Whenever hands are visibly soiled.

4.2 Handwashing Steps

1. Wet hands with clean, running water.
2. Apply soap and lather well, covering all surfaces.
3. Scrub hands, fingers, nails, and wrists for at least 20 seconds.
4. Rinse thoroughly under running water.
5. Dry hands with a disposable towel or air dryer.
6. Use the towel to turn off the faucet (if not hands-free).

5. Use of Hand Sanitizers

- Use hand sanitizer containing at least 60% alcohol if soap and water are unavailable.
- Apply sanitizer to palm of one hand.
- Rub hands together, covering all hand surfaces, until dry (about 20 seconds).

6. Hand Hygiene in Different Work Environments

| Environment | Hand Hygiene Requirement |
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| Healthcare | Wash hands before and after patient contact, after contact with bodily fluids, and after removing gloves. |

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| Food Handling | Wash hands before and after food preparation, after handling raw foods, and after touching waste. |
| Office | Wash hands after restroom use, before eating, after cough/sneeze, and after touching shared surfaces. |
| General Facility | Wash hands upon entering and exiting the facility, after cleaning tasks, and after contact with waste. |

7. Monitoring and Compliance

- Supervisors will monitor adherence to these protocols.
- Regular training and refresher sessions to be conducted.
- Non-compliance may result in disciplinary action.

8. Review

This SOP will be reviewed annually or as required by updates in health guidelines.