

Standard Operating Procedure (SOP): Hand Hygiene and Personal Protective Equipment (PPE) Guidelines

This SOP provides comprehensive **hand hygiene and personal protective equipment guidelines** to prevent the spread of infections and ensure workplace safety. It covers proper handwashing techniques, use of sanitizers, selection and correct usage of gloves, masks, gowns, and eye protection, as well as procedures for donning and doffing PPE. The goal is to maintain a high standard of personal cleanliness and protection to minimize health risks for all staff and visitors in various environments.

1. Purpose

To outline the standard practices for hand hygiene and the correct use of personal protective equipment (PPE) to reduce the risk of infection transmission.

2. Scope

This SOP applies to all staff, contractors, and visitors in clinical, laboratory, and other relevant environments.

3. Responsibilities

- **All Staff:** Adhere to hand hygiene and PPE guidelines at all times.
- **Supervisors:** Ensure compliance and provide necessary training.
- **Visitors:** Follow posted instructions regarding hand hygiene and PPE.

4. Hand Hygiene Procedures

4.1 When to Perform Hand Hygiene

- Before and after patient contact
- After removal of gloves
- After contact with potentially contaminated surfaces or equipment
- Before eating or handling food
- After using the restroom

4.2 Handwashing Technique

1. Wet hands with clean, running water.
2. Apply soap and lather thoroughly, covering all surfaces.
3. Scrub hands for at least 20 seconds.
4. Rinse well under running water.
5. Dry hands using a disposable towel or air dryer.
6. Use towel to turn off the faucet if required.

4.3 Use of Hand Sanitizer

- Use alcohol-based hand rub (at least 60% alcohol) if hands are not visibly soiled.
- Apply a palmful and rub hands together, covering all surfaces, until dry (20-30 seconds).

5. Personal Protective Equipment (PPE) Guidelines

5.1 Types of PPE

PPE	Use Indication
Gloves	When contact with blood, body fluids, mucous membranes, or contaminated surfaces is anticipated
Masks/Respirators	For procedures that may generate splashes, sprays, or airborne particles
Gowns	When clothing contamination is anticipated
Eye Protection (goggles/face shield)	To protect from splashes or sprays to mucous membranes of the eyes

5.2 Donning PPE (Putting On)

1. Hand hygiene before donning any PPE.
2. Put on gown (if required).
3. Don mask/respirator.
4. Put on goggles or face shield.
5. Put on gloves, ensuring they cover the wrist of the gown.

5.3 Doffing PPE (Removing)

1. Remove gloves and perform hand hygiene.
2. Remove goggles or face shield.
3. Remove gown and discard properly.
4. Remove mask/respirator last.
5. Perform hand hygiene immediately after all PPE is removed.

5.4 PPE Disposal

- PPE should be discarded in designated biohazard waste bins.
- Reusable PPE (e.g., goggles) must be cleaned and disinfected as per protocol.

6. Training and Compliance

- All personnel must receive initial and periodic refresher training on hand hygiene and PPE procedures.
- Compliance audits will be conducted routinely to ensure adherence.

7. References

- World Health Organization (WHO) Hand Hygiene Guidelines
- Centers for Disease Control and Prevention (CDC) PPE Recommendations