

Standard Operating Procedure (SOP)

Environmental Cleaning and Disinfecting Procedures

This SOP details **environmental cleaning and disinfecting procedures**, covering the systematic approach to cleaning, selection and use of disinfectants, frequency of cleaning, protocols for different surfaces and environments, personal protective equipment requirements, and safety measures to prevent contamination. The aim is to maintain a hygienic environment, reduce the risk of infection transmission, and ensure compliance with health and safety standards.

1. Purpose

To outline standardized procedures for effective and safe cleaning and disinfection of the environment to minimize contamination and infection risks.

2. Scope

This SOP applies to all personnel responsible for cleaning and disinfection in the facility, including common areas, patient care areas, offices, laboratories, restrooms, and high-touch surfaces.

3. Responsibilities

- **Cleaning staff:** Adhere to procedures and utilize PPE correctly.
- **Supervisors:** Ensure compliance and provide training and materials.
- **Management:** Ensure resources and support are available for proper cleaning and disinfection.

4. Definitions

- **Cleaning:** Removal of visible dirt, organic matter, and debris from surfaces.
- **Disinfecting:** Use of chemicals to destroy or inactivate pathogens.
- **PPE:** Personal Protective Equipment (e.g., gloves, masks, gowns, eye protection).

5. Materials/Equipment

- Approved disinfectants (with documented efficacy against target pathogens)
- Cleaning cloths and mops (color-coded as appropriate)
- Buckets and mop handles
- PPE: gloves, gowns/aprons, masks, goggles/face shields
- Waste disposal bags
- Hand hygiene supplies (soap, alcohol-based hand rub)

6. Procedure

1. Preparation

- Review cleaning schedule and area assignment.
- Perform hand hygiene and don appropriate PPE.
- Ensure all cleaning and disinfectant products are prepared according to manufacturer instructions.

2. Cleaning and Disinfecting Steps

- a. Remove visible dirt and debris from surfaces (cleaning step).
- b. Apply disinfectant to the surface, ensuring contact time as per product specifications.
- c. Allow surfaces to air dry or as instructed on product label.
- d. Do not mix different cleaning/disinfecting products.

3. Protocols for Specific Surfaces

- **High-touch Surfaces:** Clean and disinfect at least every 4 hours (door handles, light switches, equipment, handrails).
- **General Surfaces:** Clean daily or as needed.
- **Restrooms:** Clean and disinfect at least twice daily and when visibly soiled.
- **Spill Management:** Use absorbent materials, dispose in biohazard waste (if applicable), clean and disinfect area immediately.

4. Final Steps

- Dispose of waste and cleaning materials in accordance with facility protocols.
- Doff and dispose of PPE appropriately.
- Perform final hand hygiene.

- Document completion of cleaning/disinfecting tasks.

7. Frequency of Cleaning

Area/Surface	Frequency
High-touch surfaces	Every 4 hours / After use
Patient care areas	At least daily
Restrooms	Twice daily & when soiled
General areas/offices	Daily
Spills/contamination	Immediately

8. Personal Protective Equipment (PPE)

- Always use disposable gloves when cleaning and disinfecting, and change them if torn or when moving between rooms/areas.
- Wear protective gowns/aprons, masks, and eye protection as indicated by risk assessment and product label.
- Dispose of PPE appropriately and perform hand hygiene after removal.

9. Safety and Spill Measures

- Always check product Safety Data Sheets (SDS) before use.
- Use disinfectants in well-ventilated areas.
- Report and address chemical spills and exposures as per facility protocols.
- Do not eat, drink, or touch face during cleaning; wash hands thoroughly after procedures.

10. Documentation and Compliance

- Maintain daily cleaning/disinfection logs (include area cleaned, date, time, responsible staff).
- Supervisors must verify compliance through regular inspections and audits.
- Report incidents, deficiencies, or exposures immediately to supervisors.

11. Training

- All cleaning staff must receive initial and annual training on cleaning/disinfecting procedures, PPE use, and emergency protocols.

12. References

- Product manufacturer instructions
- Health authority guidelines (CDC, WHO, etc.)
- Facility health and safety policies

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