

SOP Template: Personal Hygiene Requirements for Employees

This SOP establishes the **personal hygiene requirements for employees** to maintain a clean and healthy workplace environment. It covers guidelines on proper handwashing techniques, use of protective clothing, grooming standards, and protocols for reporting illness. The objective is to prevent contamination, reduce the spread of germs, and promote overall employee well-being and safety within the organization.

1. Scope

This SOP applies to all employees, contractors, and temporary staff working at the company facilities.

2. Responsibilities

- All employees must adhere to the requirements detailed in this SOP.
- Supervisors are responsible for monitoring compliance and providing training as required.
- HR and management must ensure all new and existing employees are aware of current hygiene standards.

3. Personal Hygiene Requirements

3.1 Handwashing

1. Wash hands thoroughly with soap and water for at least 20 seconds:
 - Before starting work
 - After using the restroom
 - Before and after eating or handling food
 - After coughing, sneezing, or touching face
 - After handling waste or cleaning materials
2. If soap and water are unavailable, use an approved alcohol-based hand sanitizer.

3.2 Protective Clothing

- Wear uniform or required personal protective equipment (PPE) as designated for your role.
- Change protective clothing as needed to prevent contamination.
- Keep all uniforms and PPE clean and in good condition.

3.3 Grooming Standards

- Maintain short, clean fingernails. Nail polish and artificial nails are discouraged unless gloves are worn at all times.
- Hair must be clean, tied back, or covered if it poses a risk of contamination.
- Daily personal hygiene practices such as bathing, use of deodorant, and oral care are required.
- Facial hair should be neatly trimmed and properly covered if required by operational standards.

3.4 Illness and Health Reporting

- Report any symptoms of illness (fever, cough, diarrhea, vomiting, sore throat) to a supervisor before starting work.
- Do not report to work if exhibiting symptoms of contagious illness.
- Notify a supervisor immediately if you become ill during your shift.
- Follow return-to-work protocols as determined by HR and health guidelines.

4. Training

- All employees must attend personal hygiene training sessions upon hire and as required thereafter.
- Ongoing education and reminders will be provided to reinforce high standards of hygiene.

5. Compliance and Enforcement

- Non-compliance with personal hygiene requirements will result in disciplinary actions, up to and including termination.

- Supervisors must document and address any breaches in hygiene protocols.

6. Revision History

Date: _____

Version: _____

Reviewed by: _____