

Standard Operating Procedure (SOP)

Health, Safety, and Hygiene Requirements for Visitors

This SOP defines the **health, safety, and hygiene requirements for visitors** to ensure a safe and healthy environment. It includes visitor screening procedures, personal protective equipment (PPE) guidelines, hygiene protocols such as handwashing and sanitization, health declarations, restrictions on visitor access where necessary, and instructions for handling emergencies involving visitors. The goal is to minimize the risk of contamination, accidents, and health hazards for both visitors and facility occupants.

1. Purpose

To establish clear guidelines that ensure the health, safety, and hygiene of all visitors and occupants in the facility.

2. Scope

This SOP applies to all external visitors, including contractors, clients, and vendors, entering the facility.

3. Procedures

- Visitor Screening Procedures**
 - Visitors must sign in upon entry and complete a health declaration form.
 - Temperature checks and symptom screening (such as cough, fever, shortness of breath) must be performed at the entrance.
 - Visitors displaying symptoms or not meeting health requirements will be denied entry.
- Health Declarations**
 - Health declaration forms must be completed honestly before access is granted.
 - Information is confidential and used only for health and safety purposes.
- Personal Protective Equipment (PPE)**
 - Face masks are mandatory in all indoor areas and where physical distancing cannot be maintained.
 - PPE such as gloves, gowns, or face shields may be required in specific areas; signage will indicate requirements.
 - Used PPE must be disposed of in designated bins.
- Hygiene Protocols**
 - All visitors must sanitize or wash their hands upon entering and before exiting the facility using provided handwashing/sanitizer stations.
 - Avoid handshakes and unnecessary contact.
 - Observe respiratory hygiene (cover coughs/sneezes with a tissue or elbow).
- Visitor Access Restrictions**
 - Access to sensitive or restricted zones (e.g., clean rooms, clinical areas) is permitted only with prior approval and must follow additional guidelines.
 - No unauthorized escorting of visitors beyond approved areas.
- Emergency Procedures**
 - Emergency exits and procedures must be communicated to all visitors.
 - In case of a medical emergency, contact the facility response team immediately. First aid kits and emergency contact numbers are available at the reception.

4. Responsibilities

Role	Responsibility
Reception Staff/Security	Screen visitors, provide PPE, and ensure compliance with SOP.
Visitors	Adhere to all requirements and report any symptoms or incidents promptly.

5. Non-Compliance

Non-compliance with these requirements may lead to immediate removal from the facility and potential prohibition of future access.

6. Document Control

SOP Owner: [Name/Position]

Effective Date: [Date]

Review Cycle: Annual or as required

Version: 1.0