

SOP Template: Procedures for Sanitizing High-Touch Areas (Door Handles, Counters)

This SOP details **procedures for sanitizing high-touch areas** such as door handles and counters to prevent the spread of germs and maintain a hygienic environment. It includes guidelines for selecting appropriate disinfectants, cleaning frequency, proper cleaning techniques, and safety precautions for personnel conducting the sanitization process. The objective is to ensure effective removal of pathogens and promote health and safety in the workplace or public spaces.

1. Scope

This procedure applies to all employees responsible for cleaning and sanitization of high-touch surfaces, including door handles and countertop areas in the facility.

2. Responsibilities

- Designated cleaning personnel are responsible for executing these procedures.
- Supervisors must ensure necessary supplies are available and procedures followed.

3. Materials & Equipment

- EPA-approved disinfectant or sanitizing solution
- Disposable gloves
- Protective masks (if required)
- Microfiber cloths or disposable wipes
- Bucket/spray bottle (for solution)
- Signs or barriers (optional, to indicate wet surfaces)

4. Procedure

Step	Description
4.1	Put on disposable gloves and other PPE as required.
4.2	Prepare and label disinfectant solution as per manufacturer's instructions.
4.3	Remove visible dirt and debris from surfaces with a clean cloth.
4.4	Apply disinfectant liberally to door handles and counters. Allow surface to remain wet for recommended contact time (see label).
4.5	Wipe with a clean microfiber cloth or disposable wipe. Allow to air dry if possible.
4.6	Safely dispose of wipes and gloves in a designated bin.
4.7	Wash hands thoroughly after removing gloves.

5. Frequency

- Sanitize high-touch areas at least **twice daily** (morning & afternoon) or more frequently during high-traffic periods.
- Increase frequency during outbreaks of illness or as directed by health authorities.

6. Safety Precautions

- Read and follow all instructions and safety data sheets for cleaning agents and disinfectants.
- Wear appropriate PPE (gloves, masks, etc.).
- Ensure area is ventilated during and after sanitization.
- Store cleaning agents securely after use.

7. Recordkeeping

Log all cleaning activities, including time, date, and personnel initials, on the Sanitization Log Sheet.

8. Review & Updates

Review this SOP annually or as needed to reflect updated health guidelines and product recommendations.

Approved by: _____ *Date:* _____