

# SOP Template: Surface and High-Touch Area Disinfection Procedures

This SOP details the **surface and high-touch area disinfection procedures**, focusing on effective cleaning protocols to minimize the spread of pathogens. It includes guidelines for identifying high-touch surfaces, proper selection and use of disinfectants, cleaning frequency, safety precautions for personnel, and verification of disinfection efficacy. The goal is to ensure a hygienic environment by reducing the risk of contamination and maintaining public health safety standards.

## 1. Scope

This SOP applies to all occupants and cleaning staff responsible for maintaining hygiene in the facility, including public areas, offices, and shared equipment.

## 2. Responsibilities

- Supervisors: Oversee adherence to SOP and maintain training records.
- Cleaning Staff: Follow disinfection procedures and report issues.
- All Personnel: Report contamination or hygiene concerns to supervisors.

## 3. Identification of High-Touch Surfaces

Area	Examples of High-Touch Surfaces
Entrances/Exits	Door handles, push plates, keypads, turnstiles
Common Areas	Light switches, handrails, elevator buttons
Restrooms	Faucet handles, toilet flush levers, dispensers
Workspaces	Desks, keyboards, phones, chair armrests
Shared Equipment	Copiers, remote controls, touch screens

## 4. Disinfectant Selection and Use

- Use EPA-approved disinfectants effective against common pathogens (e.g., SARS-CoV-2, Influenza).
- Follow manufacturer's instructions regarding dilution, contact time, application method, and PPE requirements.
- Store disinfectants in clearly labeled containers and out of reach of unauthorized personnel.

## 5. Cleaning Frequency

- High-touch surfaces: Disinfect at least 2-3 times per day, and immediately upon visible contamination.
- General surfaces: Clean daily or as needed based on usage.
- Increase frequency during infectious disease outbreaks or seasons of high illness transmission.

## 6. Disinfection Procedure

1. Don appropriate PPE (gloves, mask, goggles as required).
2. Remove gross debris and clean surface with detergent if visibly soiled.
3. Apply disinfectant to surface, ensuring even coverage.
4. Allow surface to remain wet for specified contact time (per product label).
5. Allow surface to air dry or wipe with clean cloth, if permitted.
6. Safely remove and dispose of PPE; perform hand hygiene.

## 7. Safety Precautions

- Use gloves and other necessary PPE when handling disinfectants.
- Ensure adequate ventilation during disinfection tasks.
- Do not mix cleaning chemicals.
- Report and document incidents or exposure immediately.

## 8. Verification of Disinfection

- Supervisors conduct regular inspections of high-touch areas after cleaning.
- Use checklists and logs to verify cleaning schedules are maintained.
- Optional: Use ATP meters or similar tools for objective confirmation.

## 9. Documentation

- Maintain records of cleaning and disinfection activities.
- Document any deviations or incidents.
- Update SOP as needed based on regulatory guidance or process improvements.

## 10. References

- CDC Guidelines for Cleaning and Disinfecting Facilities
- EPA List N: Disinfectants for Use
- Manufacturer's Safety Data Sheets (SDS)