



Standard Operating Procedure (SOP): Importance of Handwashing

Purpose:

To establish a consistent standard for handwashing at Pikes Peak Respite Services to maintain hygiene, prevent illness, and ensure the safety of both staff and clients.

Policy Statement

Handwashing is the single most effective defense against illness. All staff are required to adhere to the following procedures to uphold hygiene standards and minimize the risk of spreading germs and infections.

Procedure

1. When to Wash Your Hands

Wash hands upon:

- **Arrival to your shift.**
- **Before, during, and after food preparation.**
 - **Before eating.**
- **After using the restroom.**
- **After handling animals or animal waste.**
- **When your hands are visibly dirty.**

- **Frequently when caring for or being around a person who is sick.**
 - **After sneezing or coughing.**
 - **Before and after performing personal care tasks.**
 - **After removing gloves used for care or cleaning.**
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2. Proper Handwashing Technique

When washing hands:

1. Use Clean, Running Water:

- **Turn on warm water and ensure it is running clean.**

2. Apply Soap:

- **Liquid soap is preferred.**

3. Lather and Scrub:

- **Rub hands together to create lather and scrub all surfaces, including between fingers, under nails, and the back of hands.**
- **Scrub for a minimum of 30 seconds.**

4. Rinse Thoroughly:

- **Rinse hands well under running water to remove soap and contaminants.**

5. Dry Hands:

- **Pat hands dry with a paper towel.**
 - **Use the same paper towel to turn off the faucet to avoid recontamination.**
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3. Using Hand Sanitizer (Emergency Use)

- Hand sanitizer may be used when soap and water are not available.
 - Follow the instructions on the sanitizer bottle, ensuring it contains at least 60% alcohol.
 - Rub sanitizer on all surfaces of your hands until dry.
 - Do not use hand sanitizer on:
 - Small children.
 - Individuals who may lick their hands after application.
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4. General Rule

When in doubt—WASH YOUR HANDS!

Key Notes

- Handwashing is critical to reducing the spread of germs and illness.
 - Always prioritize using soap and water whenever available.
 - Encourage others to follow proper hygiene practices.