

Project title Proper Handwashing Technique (v1.0)	
Purpose <i>Why the SOP is needed</i>	<p>To ensure effective handwashing to reduce the spread of germs and maintain personal hygiene in compliance with public health standards.</p>
Scope <i>Who the SOP applies to</i>	<p>This procedure applies to all individuals who need to wash their hands, particularly in settings like schools, healthcare facilities, laboratories, and food preparation areas.</p>
Responsibility <i>Roles of individuals (e.g., lab technician, principal investigator)</i>	<ul style="list-style-type: none"> • Individuals: Follow this SOP every time hands need to be washed (e.g., after using the restroom, before handling food, or after coughing/sneezing). • Supervisors: Ensure access to soap, water, and hand-drying material
References <i>Cited guidelines, manuals, or literature</i>	<p>Centers for Disease Control and Prevention (CDC). Fight Germs. Wash Your Hands! youtu.be/eZw4Ga3jg3E</p>
Principle <i>Rationale or justification</i>	<p>Wash hands:</p> <ul style="list-style-type: none"> • Before and after eating. • After using the restroom. • After coughing, sneezing, or blowing your nose. • After handling garbage or touching shared surfaces. • Before and after caring for someone who is sick.
Materials and supplies	<ul style="list-style-type: none"> • Sink • Clean running water (warm or cold) • Soap (liquid, bar, or foam) • Clean, disposable paper towels or a hand dryer • Waste bin (if using paper towels)

Procedure

1. Preparation
 - Approach the sink and ensure water is clean and running.
 - Remove jewelry (optional, but best for thorough cleaning).
2. Wet hands
 - Place hands under running water to wet them completely.
3. Apply soap
 - Dispense an adequate amount of soap into your palm.
4. Lather and scrub
 - Rub hands together to create a lather, ensuring all surfaces are covered:
 - Palms
 - Back of hands
 - Between fingers
 - Under fingernails
 - Thumbs and wrists
 - Continue scrubbing for at least 20 seconds (hum "Happy Birthday" twice for timing).
5. Rinse
 - Place hands under running water, letting the water remove all soap residue.
6. Dry hands
 - Use a clean paper towel or a hand dryer to thoroughly dry hands.
 - If using a paper towel, dispose of it in the waste bin.
7. Turn off the tap
 - Use a paper towel (if available) to turn off the faucet to avoid re-contaminating hands.

Quality control

- Ensure soap dispensers and paper towel supplies are refilled regularly.
- Monitor and enforce compliance with proper handwashing techniques as needed.