



DEDER GENERAL HOSPITAL

*Standard Operating Procedure (SOP) for
Environmental Cleaning in Healthcare Settings*

Version: 1.0

Effective Date: January 20, 2024

Review Date: January 20, 2026

Prepared By: Ibrahim Tahir (BSc)-IPC focal Person

***January 2024,
Deder, Oromia***

TABLE OF CONTENTS

1. Purpose	1
2. Scope	1
3. Definitions	1
Responsibilities:	1
Materials Required:	2
Procedure:	3
Post-Cleaning Procedures:	7
Special Considerations:	7
Monitoring and Compliance:	8
Training:	8
References:	8

1. Purpose

The purpose of this SOP is to outline the procedures for **environmental cleaning and disinfection** in **healthcare settings** to reduce the risk of healthcare-associated infections (HAIs). Effective environmental cleaning is essential to maintain a safe and sanitary environment for patients, staff, and visitors.

2. Scope

This SOP applies to all **healthcare facility personnel responsible for cleaning and maintaining patient care areas**, including **wards, operating rooms, outpatient clinics, and non-clinical areas**. It covers all high-touch surfaces, patient rooms, operating theatres, and general areas, ensuring infection prevention and control.

3. Definitions

- ✎ **Environmental Cleaning:** The process of removing dirt, debris, and infectious agents from surfaces within healthcare facilities, including patient rooms, bathrooms, and common areas.
- ✎ **Disinfection:** The process of using chemical agents to kill pathogenic microorganisms on surfaces after cleaning.
- ✎ **High-Touch Surfaces:** Frequently touched surfaces such as door handles, bed rails, light switches, tables, and telephones, which require regular disinfection.
- ✎ **Terminal Cleaning:** A thorough cleaning process performed after a patient is discharged or moved, or after an area is contaminated by an infectious agent.
- ✎ **Routine Cleaning:** Regular cleaning and disinfection of patient care areas and other surfaces to maintain cleanliness and prevent contamination.
- ✎ **Spot Cleaning:** Immediate cleaning of small spills or contaminated areas as they occur during daily operations.

Responsibilities:

✎ **Environmental Services Staff (Cleaning Staff):**

Responsible for daily, routine, and terminal cleaning of all areas within the healthcare facility according to the procedures outlined in this SOP.

✎ **Supervisors/Managers:**

Ensure that cleaning schedules are followed, cleaning products are available, and staff are trained in the correct procedures.

✎ **Healthcare Staff:**

Responsible for informing cleaning staff of any contamination, spills, or areas requiring additional cleaning. Healthcare staff should also perform hand hygiene and assist in maintaining clean workspaces.

Materials Required:

1. **Personal Protective Equipment (PPE):**

✎ Gloves, gowns, masks, and eye protection (as needed).

2. **Cleaning Agents:**

✎ Detergents and general-purpose cleaners suitable for healthcare environments.

3. **Disinfectants:**

✎ EPA-registered disinfectants for healthcare use, including chlorine-based disinfectants (e.g., sodium hypochlorite) and quaternary ammonium compounds.

4. **Cleaning Tools:**

✎ Microfiber cloths, mops, and cleaning buckets.

5. **Waste Disposal Bags:**

✎ Color-coded waste bags (e.g., red for biohazard waste) for proper disposal of contaminated materials.

6. **Signage:**

✎ "Wet floor" signs and other safety signage for use during cleaning to prevent accidents.

Procedure:

1. General Cleaning Guidelines:

- A. **Hand Hygiene:** Cleaning staff must perform hand hygiene before and after cleaning any area or handling contaminated items.
- B. **PPE Use:** Cleaning staff must wear appropriate PPE (gloves, masks, gowns) based on the cleaning task and the area being cleaned.
- C. **Cleaning Equipment:** All cleaning tools and equipment must be cleaned and disinfected after each use to prevent cross-contamination.
- D. **Surface Contact Time:** Ensure disinfectants remain wet on surfaces for the recommended contact time (as per manufacturer instructions) to ensure effectiveness.

2. Routine Cleaning of Patient Rooms:

Routine cleaning should be performed daily and as needed, especially in high-traffic areas. It focuses on removing visible dirt and disinfecting frequently touched surfaces.

Steps for Routine Cleaning:

1. Don appropriate PPE (gloves, masks).
2. Remove waste from the room, replace waste liners, and wipe down waste bins with a disinfectant.
3. Clean high-touch surfaces, including:
 - ✓ Bed rails and frames.
 - ✓ Call buttons.
 - ✓ Light switches.
 - ✓ Overbed tables.
 - ✓ Doorknobs and handles.
4. Wipe furniture (chairs, tables) with detergent and disinfectant.
5. Mop the floor using a damp mop with a disinfectant solution.
6. Replace linens as needed, following facility guidelines.
7. Remove PPE and perform hand hygiene.

3. Terminal Cleaning:

Terminal cleaning is required after patient discharge, transfer, or in cases where there has been contamination with infectious agents (e.g., MRSA, COVID-19).

Steps for Terminal Cleaning:

1. Don appropriate PPE (including gowns and eye protection if necessary).
2. Remove and dispose of all waste, including biohazardous waste, in the appropriate containers.
3. Remove all linens, curtains, and disposable items (e.g., bedpans) from the room.
4. Clean and disinfect the room from top to bottom, focusing on:
 - ✓ Ceiling lights and air vents.
 - ✓ Walls, windows, and horizontal surfaces (e.g., countertops, shelves).
 - ✓ High-touch surfaces (light switches, bed rails, call buttons).
 - ✓ Bathroom surfaces, including faucets, sinks, and toilet handles.
5. Disinfect the floor using an appropriate disinfectant, ensuring that all areas are covered, including corners and edges.
6. Replace bed linens, curtains, and any necessary items (e.g., clean bedpans).
7. Ensure that the room is thoroughly ventilated and left clean and dry before admitting the next patient.
8. Remove PPE and perform hand hygiene.

4. Cleaning of Operating Theatres:

Operating theatres must be cleaned before and after each surgical procedure and receive terminal cleaning at the end of each day.

Between Procedures Cleaning:

1. Don appropriate PPE (gloves, gowns, masks).
2. Remove and dispose of used surgical drapes, linens, and waste in designated biohazard containers.
3. Wipe down surgical lights, tables, and equipment with disinfectant.
4. Clean and disinfect all high-touch surfaces.

5. Spot clean any spills or visible contamination on the floor.
6. Ensure the theatre is properly cleaned and ready for the next procedure.

End of Day Terminal Cleaning:

1. Perform a full clean and disinfection of the operating theatre, including walls, floors, and all surfaces.
2. Pay special attention to frequently touched surfaces and high-risk areas.
3. Remove and disinfect all equipment and surgical tools.

5. Cleaning of Bathrooms and Toilets:

Bathrooms and toilets must be cleaned regularly to prevent the spread of infections. Cleaning should be conducted several times a day in high-traffic areas.

Steps:

1. Don appropriate PPE (gloves, masks).
2. Clean and disinfect high-touch surfaces such as sink handles, light switches, and door handles.
3. Scrub and disinfect toilet bowls, seats, and flush handles using toilet cleaners and disinfectants.
4. Clean mirrors, counters, and sinks using a detergent followed by a disinfectant.
5. Mop the floor with a disinfectant solution, ensuring no water pools are left.
6. Replace soap, hand sanitizers, and paper towels as needed.

6. Cleaning of Public Areas and Non-Clinical Spaces:

Public areas such as waiting rooms, hallways, and staff areas must also be regularly cleaned and disinfected.

Steps:

1. Don appropriate PPE.
2. Wipe down high-touch surfaces, including chairs, tables, and doorknobs.
3. Clean windows and dust surfaces as needed.
4. Mop or vacuum floors based on the area.
5. Ensure that the cleaning frequency is increased during periods of high activity or infection outbreaks.

7. Spot Cleaning:

Spot cleaning should be done immediately upon noticing spills, contamination, or visible dirt.

Steps:

1. Don PPE and clean the affected area.
2. Use disposable towels and a suitable disinfectant to clean up small spills.
3. For larger spills, use appropriate disinfectants and mops to contain and clean the area.
4. Dispose of waste in appropriate biohazard or waste bins.
5. Ensure the area is dry before allowing traffic.

Post-Cleaning Procedures:

1. Waste Disposal:

- ✎ Ensure all waste is disposed of in **color-coded waste bags** (e.g., red for biohazard waste) and follow local regulations for the disposal of hazardous materials.

2. Cleaning Equipment Maintenance:

- ✎ All cleaning equipment (mops, cloths) must be cleaned and disinfected after each use. Reusable cleaning tools must be appropriately stored and maintained.

3. Record-Keeping:

- ✎ Maintain records of cleaning activities, including the areas cleaned, date and time, and personnel involved, especially for terminal cleaning.

Special Considerations:

1. Infection Control During Outbreaks:

- During an outbreak of infectious diseases (e.g., COVID-19, influenza), increase the frequency of cleaning and focus on disinfecting high-touch surfaces and public areas.
- Follow any additional cleaning protocols as advised by infection control authorities.

2. Handling Blood and Bodily Fluids:

- In case of spills involving blood or body fluids, follow the facility's biohazard cleaning protocols, ensuring appropriate PPE is used and the area is thoroughly disinfected.

Monitoring and Compliance:

1. Routine Audits:

Regular cleaning audits should be conducted to ensure compliance with this SOP and that all areas are being cleaned appropriately.

2. Non-Compliance:

Staff found not following cleaning protocols will be subject to retraining, and repeated violations may result in disciplinary action.

3. Quality Assurance:

Supervisors should inspect patient care areas regularly to ensure cleanliness standards are maintained, especially in high-risk areas.

Training:

1. Initial Training:

All cleaning staff must undergo training on environmental cleaning protocols, the correct use of PPE, and the use of cleaning agents and disinfectants.

2. Refresher Training:

Annual refresher training should be provided to all staff, with additional training required after updates to procedures or new infection control guidelines.

References:

1. Centers for Disease Control and Prevention (CDC) Guidelines for Environmental Infection Control in Healthcare Facilities.
2. World Health Organization (WHO) Guidelines on Hand Hygiene and Environmental Cleaning.
3. Local and national infection control policies.