

Standard Operating Procedures for handwashing and sanitising



For further information please see our Sustainability Ratings Charts and Decision Tree for gloves and sanitiser bottles.

Background

Disposable gloves should never be used as an alternative to effective handwashing.

Disposable gloves can give a false perception of protection. According to World Health Organisation **“frequent hand washing provides more protection** against the spread of COVID-19 **than wearing rubber gloves.** Wearing them does not prevent transmission, since if one touches one’s face while wearing them, contamination passes from the glove to the face and can cause infection.”

Making **handwashing and sanitising stations easily available** is much more effective at reducing transmission through contact.

Steps to follow for correct handwashing protocols

- 1 Wet hands with water.
- 2 Place a sufficient amount of soap on the palm of the hand to cover the entire palm of the hand. The soap can be PH neutral, antiseptic or contain alcohol. The antiseptic friction helps reduce bacterial counts.
- 3 Rub the palms of your hands together.
- 4 Rub the palm of the right hand with the back of the left hand, interlocking the fingers and vice versa.
- 5 Rub the palms of your hands together.
- 6 Rub the back of the fingers of one hand with the palm of the opposite hand, grasping the fingers.
- 7 Rub with a rotating movement the left thumb, catching it with the palm of the right hand and vice versa.
- 8 Rub the fingertips of the right hand against the palm of the left hand, making a rotating movement and vice versa.
- 9 Rinse your hands with water for at least 20 seconds.
- 10 Dry with a towel and use it to turn off the tap.



Hand washing and disinfection should be done before starting work, after going to the bathroom, touching the body, coughing, sneezing, touching or emptying bins, touching high touch surfaces such as phones, light switches, door handles, lift buttons, cash and cash registers.

In the case of food preparation staff, hand washing should also take place every time different food is handled, particularly after touching raw meat, poultry, fish, eggs or unwashed vegetables and before touching or handling any ready-to eat food.

Steps to consider when providing sanitising stations

Sanitising stations should be set up so as they are accessible to all staff and guests.

- 1 Ensure there are procedures in place to **regularly clean and sanitize the sanitising stations.**
- 2 Ensure staff and guests know how to find sanitising stations easily.
- 3 Where possible, **choose refillable sanitisers**, paper wrapped sachets or soluble pods that meet hygiene standards as well as helping you to reduce or eliminate waste.

Ideally the use of **non-touch operated hand wash stations** and ancillary devices is advised to prevent contact with potentially contaminated surfaces and excessive water use, they also require less cleaning. Automated soap dispensers and sanitiser units have a habit of getting fouled, so these should be checked and cleaned to prevent leaking.

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