

## Standard Operating Procedure (SOP)

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| SOP Title:   | Hand Hygiene                                   | Related Document:<br><i>(plan, policy and/or quick tip guide that correlate)</i> | Infection Prevention and Control (IPC) Plan |
| Applies to:  | All Health Care Personnel (HCP)                | Approval Date:<br><i>(date SOP approved)</i>                                     | 07.01.2012                                  |
| Approved by:<br><i>(title or group who approved)</i>                   | Chief Medical Officer (CMO)                    | Effective/Revised Date:<br><i>(date SOP takes effect)</i>                        | 08.21.2019                                  |
| Primary Contact:<br><i>(job title)</i>                                 | Infection Prevention and Control (IPC) Manager | Last Review Date:<br><i>(date last reviewed with no changes)</i>                 | 01.02.2024                                  |
| Related Forms:<br><i>(forms that may be completed related to this)</i> | Monthly Hand Hygiene Monitoring Tool           |  |   |

### Purpose/Background

- o To provide specific recommendations to promote improved hand hygiene practices and reduce the possible transmission of pathogenic microorganisms to patients and Health Care Personnel (HCP).
- o **Hand Hygiene is widely recognized as the most important measure to prevent the spread of infection.**
- o The Centers for Disease Control and Prevention (CDC) Guideline for Hand Hygiene in Health-Care Settings recommends the removal of rings and wrist jewelry (bracelets, watches) before washing hands. Several studies have shown that the skin underneath rings are more heavily colonized with organisms that can survive for several months.
- o For HCP who provide 'direct patient care' (i.e. medical and dental providers, medical and dental support staff, imaging personnel), Salud Family Health encourage HCP to wear short, natural, well-manicured nails.
  - Natural nails should be no longer than 1/4 inch (piano length).
- o In the event HCP would like to wear nail polish, freshly applied regular nail polish does not increase the number of bacteria; however, chipped nail polish may support the growth of larger numbers of organisms on fingernails.
  - Regular nail polish should be applied on short well-manicured nails with no chipping.
- o Salud Family Health prohibits the wearing of gels, shellacs, extensions, dip or any artificial nails or coverings.
- o Salud Family Health will complete Monthly Monitoring of Hand Hygiene at each clinic or facility for all HCP.

## Procedure

**Hand Hygiene may be completed by either hand washing with soap and water or through the use of hand sanitizers.**

- o All HCP must wash their hands with soap and water:
  - Upon arriving at work and before leaving from work
  - After using the restroom
  - After touching your hair, eyes, nose, mouth
  - After sneezing, coughing or using kleenex
  - When hands are visibly soiled
  - Before and after drinking or eating
- o All HCP must practice Hand Hygiene (hand washing or use of hand sanitizer):
  - After cleaning and disinfecting waiting room areas, lap tops, work areas, office areas
- o All HCP who provide 'direct patient care' (i.e. medical and dental providers, medical and dental support staff, imaging personnel) must additionally wash their hands with soap and water:
  - After removing gloves that are torn, cut or punctured
  - Before and after any aseptic procedures
  - After handling bio-hazard red bags or sharps containers
  - After completing lab procedures
- o All HCP who provide 'direct patient care' (i.e. medical and dental providers, medical and dental support staff, imaging personnel) must practice hand hygiene (either hand washing or use of a hand sanitizer):
  - Between patients
  - After completing Infection Prevention and Control tasks

## **Hand Washing with Soap and Water**

- o Wet hands under warm running water, apply soap and rub vigorously for at least 15 to 20 seconds, covering all surfaces (front and back of hands, wrists, fingers, and fingernails).
- o Rinse under warm running water, dry hands thoroughly with paper towel and use the paper towel to turn off faucet.



### **Hand Sanitizer**

- o While in the clinic or facility, HCP must use the approved hand sanitizer provided by Salud Family Health.
- o Must be 60% to 95% alcohol based to kill bacteria more effectively and quickly.
- o Approved pump bottles or dispensers need to be placed throughout the facility.
  - This includes, but is not limited to, front desk reception areas, medical assistant workstation areas, medical exam/procedure rooms, dental operatory areas, labs, medication rooms/areas, imaging areas, behavior health offices, private offices, etc.
- o      Apply 1 to 2 pumps (quarter size) into the palm of one hand and rub the product evenly on all surfaces of the hands, wrists, fingers, and fingernails for 15 to 20 seconds.
- o      Bottles of Hand Sanitizer must be labeled with an "Open Date" by using a Sharpie Black Fine Point Permanent Marker on the side of the bottle.
  - The sanitizer is effective for 1 year after the "Open Date".
  - The Expiration Date on the bottle of hand sanitizer is the last date the bottle may be opened.

### **Hand Lotion**

- While in the clinic or facility, HCP must use the approved hand lotions provided by Salud Family Health.
- The approved hand lotions do not interfere with the integrity of the exam gloves or effectiveness of the hand sanitizers.