

Sample Sanitation Standard Operating Procedure (SSOP)	
<i>Cleaning and Disinfection for High-Touch Surfaces</i>	
Department	Total Store
Frequency	Every 15 minutes to 2 hours, or as much as necessary to protect customers and employees
Monitoring	Continuous visual monitoring by all employees
Materials	Personal Protective Equipment (PPE), EPA-registered disinfectants, paper towels, detergent, trash can, soap and water
<p>Specific Instructions:</p> <ol style="list-style-type: none"> 1. Wash hands. 2. Put on PPE as necessary. 3. Remove or protect ALL packaging, exposed items, and equipment from area/surfaces being cleaned and disinfected. 4. Cleaning: Remove visible debris from all surfaces using soap and water, or applying a cleaning detergent, prior to disinfection activities. Ensure chemical detergent is applied according to manufacturer's instructions. 5. Disinfection: Apply EPA-registered disinfectants to cleaned, high-touch surfaces according to manufacturer's recommendations for concentration, contact time, solution temperature, drying, etc. as required. 6. Discard trash in designated waste receptacle. 7. Clean and sanitize cleaning equipment per its SSOP prior to storage. 8. Store all chemicals and tools in proper location. 9. Discard PPE. 10. Wash hands immediately. 11. Document all cleaning and disinfection tasks performed 	
SSOP Manager's Signature:	Date Signed:

Disclaimer: This is intended to be used as a guide for cleaning and disinfecting human-touch surfaces; therefore, the materials needed, and specific requirements may vary depending on the chemicals being used, the areas being cleaned and disinfected and local jurisdiction requirements.