

CLEANING AND SANITATION POLICY

Reason this policy is important:

One of the most important steps in reducing the spread of common infectious diseases or conditions among children and child care providers is cleaning and sanitizing or disinfecting objects and any surface a child comes in contact with, including floors, that could be contaminated and spread disease to children and staff.

Procedure and Practices, including responsible person(s):

Routine cleaning and sanitizing or disinfecting of the child care setting will be supervised by _____ (Staff title/name) according to the schedule and procedures in Cleaning/Sanitation Procedures Checklist for child care settings. _____ (Staff title/name) will complete and turn in Cleaning/Sanitation Procedures Checklist to _____ (staff title/name) daily/ weekly (circle one).

Routine Cleaning:

Using soap and water to remove visible dirt then rinse with clean water.

Sanitizing/Disinfecting:

Removing visible dirt and applying an additional sanitizer solution to reduce the number of germs likely to cause disease.

- _____ (Product name) is EPA approved as a sanitizer or hospital grade germicide and is used by manufacturer directions. Product is not toxic to children. (Attach directions on how to use product properly)
- _____ (Check if used) Bleach solution is used in the concentrations on the sanitizing and disinfecting guide sheet.

When the policy applies:

1. **Tables** used for eating and food preparation will be cleaned with soap and water, rinsed, and then sanitized with bleach solution before and after each meal or snack.
2. **Kitchen** will be cleaned daily and more often if necessary. Sinks, counters, and floors will be cleaned and sanitized at least daily. Refrigerator will be cleaned and sanitized monthly or more often as needed.
3. **Highchairs** will be washed, rinsed, and sanitized before and after each use.
4. **Mouthed toys**, including machine washable toys and cloth books, will be washed, rinsed and sanitized in between use by different children. A system for ongoing rotation of mouth toys will be implemented in infant and young toddler rooms (i.e. a labeled "mouthed toy" bin). **Only washable toys will be used.**
5. **Toys** (that are not mouthed toys) will be washed, rinsed, sanitized and air-dried at least weekly or toys that are dishwasher safe can be run through a full wash and dry cycle.
6. **Cloth toys and dress up toys** will be laundered weekly or more often, as needed, for young children.
7. **Child care laundry** will be washed on hot cycle as needed at a temperature of at least 165 degrees or with added sanitizing agent such as bleach.
8. **Furniture, rugs, and carpeting** in all areas will be vacuumed daily. This includes carpeting that may be on walls or other surfaces than the floor. Carpets will be shampooed monthly in infant areas and every three months in other areas, or more frequently as needed.
9. **Hard floors** will be swept and mopped (with cleaning detergent) and sanitized daily.
10. **Utility mops** will be washed rinsed and sanitized then air dried in an area with ventilation to the outside and inaccessible to children.
11. **Bathroom(s)** will be cleaned daily or more often if necessary. Sinks, counters, toilets, and floors will be cleaned and disinfected at least daily.
12. **Potty-chairs** will be immediately emptied into toilet, washed and disinfected in a designated sink or utility sink separate from classrooms. The sink must then be cleaned and disinfected.
13. **Toilet seats** will be cleaned and sanitized as needed and at least daily.
14. **Cubbies:** will be washed, rinsed, and sanitized weekly.
15. **Cribs/Cots** will be washed, rinsed, and sanitized weekly, before use by a different child, after a child

Name and address of child care agency

CLEANING AND SANITATION POLICY

has been ill and as needed.

16. **Bedding** (e.g. mat covers and blankets) will be washed weekly, or more frequently as needed, at a temperature of at least 165° F, or with disinfectant in the rinse cycle. These items can be sent home for families to wash. Bedding will be removed from mats and stored separately.

17. Children's items including bedding, coats, etc. will be stored separately.

18. **Water tables** will be emptied and sanitized after each use or more often as needed. Children will wash hands before and after play and be closely supervised. Water tables should retain a free available chlorine level of 1-3 parts per million (ppm).

19. **General Cleaning** of the entire center will be done as needed. Wastebaskets (with disposable liners) will be available to children and staff and will be emptied when full. Step-cans will be used to prevent recontamination of hands when disposing of used towels, etc. There should be no strong odors of cleaning products. Room deodorizers are not used due to the risk of allergic reaction. Door handles and faucets are cleaned at least daily and more often when children/staff are ill. Diaper and food waste containers will have a tight fitting lid.

20. **Vacuuming, mopping and professionally carpet shampooing** in the center will not occur while children are present (carpet sweepers and brooms are ok to use). This is to reduce the exposure of chemicals and dust to children and staff. Every effort is made to only use items that can be cleaned and sanitized in the setting. Cracked or broken items are not able to be clean or sanitized properly. These items shall be removed until they are repaired, cleaned, and sanitized. Carpet is not used in toilet areas; diaper changing areas or food prep/storage areas.

21. Regular cleaning and sanitation will increase if there is an outbreak of a contagious infection or disease in setting.

Communication plan for staff and parents:

Staff and volunteers will receive a written copy of this policy in their orientation packets before beginning work at the center. Training will be provided on cleaning and sanitation guidelines and procedures at time of employment and when necessary.

References:

CARING FOR OUR CHILDREN, National Health, and Safety Performance Standards: Guidelines for Out-of-Home Child Care Programs. 2nd Edition. American Academy of Pediatrics, American Public Health Association, and U.S Department of Health and Human Services. 2002 <http://nrc.uchsc.edu/CFOC/> American Academy of Pediatrics, PA Chapter, (2002) Model Child Care Health Policies, 4th Ed. <http://www.ecels-healthychildcarepa.org>

Reviewed by: _____ Director/Owner
_____ Health Professional (physician, nurse, Health consultant)
_____ Staff member
_____ Other (parent, advisory committee)

Effective Date and Review Date:

This policy is effective _____ (date) and
Reviewed yearly _____ (date) or as needed.

*This format is adapted from and used with permission of: National Training Institute for Child Care Health Consultants, UNC, 2000

Name and address of child care agency