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## **POLICY: CENTER CLEANING**

**PERFORMANCE OBJECTIVE:** All center sites/facilities must conform to applicable standards for child care centers as defined by the state and/or local Departments of Health and Environment. A regular center cleaning schedule must be followed by all staff. Maintaining a clean, sanitary environment is the responsibility of the center staff.

### **PROCEDURE:**

For general cleaning, a solution of soap and water will be mixed each morning. For sanitizing purposes, a fresh solution of one-quarter (1/4) cup chlorine bleach to one gallon of water (or one (1) tablespoon bleach to one (1) quart of water) shall be made daily.

The following are suggested guidelines for cleaning and may not include all cleaning activities that need to be completed in a center/facility.

#### **Cleaning and Care of Kitchens**

1. Clean oven, burners, and grease pans daily. Clean outside of oven daily. Ovens and overhead hoods should be cleaned weekly.
2. Wipe outside of refrigerators and freezers daily. Dust tops and clean inside shelves weekly. Defrost when more than 1/4 inch of frost develops.
3. Can openers and mixers cleaned daily.
4. Clean and sanitize work surfaces before and after each use.
5. Utensils/dishes washed and sanitized after each use.
6. Floors wet-mopped every other day or daily if needed.
7. Trash cans emptied daily or more often if needed.
8. Follow updated cleaning schedules as given out by the Nutrition Coordinator.

#### **Cleaning and Care of the Classroom**

1. Swept daily and spot mopped as needed.
2. **HS:** Thorough mopping of floors at least twice a week. **EHS:** Thorough vacuuming of carpets and mopping of floors daily.
3. Tables should be cleaned/sanitized before and after each meal time and at the end of each day as needed. Chairs should be cleaned and sanitized as needed. Do not sanitize the table while the children are seated at it.

4. All toys and shelves should be cleaned and sanitized twice a month. **EHS:** Toys that have been mouthed by children are to be put in labeled container and must be cleaned and sanitized before returning it to the toy shelf.
5. All toys and materials should be neatly arranged on shelves or in cabinets at the end of the day.
6. Trash cans emptied daily.
7. Water in water tables emptied out and refreshed every 4 hours. Beans, rice, play dough etc. replaced weekly.

### **Cleaning and Care of the Bathrooms**

1. Bathrooms cleaned daily with a disinfectant.
2. Checked regularly by staff for appearance.
3. Wash basins cleaned and sanitized daily.
4. Paper towels, soap, and toilet paper supply maintained.
5. Floors mopped daily.
6. Toilets flushed at all times and cleaned daily.
7. Covered trash receptacles maintained and emptied daily.
8. Clean and sanitize diaper area after each use. Be sure that the changing pad is dry before placing a child on it for a diaper change. (see Health 4.6 for complete Diaper Changing Policy and Procedures)

### **Laundry Procedure**

Full-Day Services classes and Early Head Start Centers are equipped or close to laundry facilities. **Head Start:** Towels and blankets must be machine washed and dried in a dryer at least two times per week and labeled with the child's name. **Early Head Start:** Sheets must be machine washed and dried in a dryer each day. Blankets must be labeled with child's name and washed each week and if soiled. An established laundry schedule will be followed.

Other policies must be followed when caring for and providing the covers for cots and cribs.

1. Soap, bleach, and other laundry supplies must be stored in a locked cabinet away from paper supplies and other children supplies.
2. Covers and blankets from home should be sent home weekly to be laundered by the family and returned to the center the next class day.
3. Only cot covers, towels, bibs, and washcloths purchased by DCHS/EHS are laundered by the staff of the program.
4. Do not launder clothing or blankets belonging to children that have been soiled by mucus, feces, urine, blood, or vomit with any other items. These items should be placed in a plastic bag and sent home for the child's family to launder. Write the child's name on the bag and give it to the person picking the child up at the end of the day. This applies to all classes. If a sheet, blanket, or other

cloth machine washable item belonging to DCHS/EHS has been soiled by mucus, feces, urine, blood, or vomit, wash the item separately, then clean and disinfect the inside of the washing machine with soap water solution and bleach water solution.

5. Kitchen towels may be laundered at the centers with facilities.

### **Cleaning After Known Exposure to a Contagious Disease**

Viruses and bacteria that cause infectious illnesses thrive in warm, wet and stuffy environments. A clean dry environment where there is lots of fresh air can help reduce the spread of infection.

1. Air out rooms daily.
2. Allow sufficient room between cots/mats.
3. Vacuum center thoroughly and replace vacuum bag.
4. Clean area (shelves, toys, etc.) and sanitize with the bleach and water solution.
5. Wash all dress up clothes in hot soapy water.
6. Items such as stuffed animals, pillows, dress-up shoes, etc. should be tied up in an airtight bag for 48 hours.
7. Clean and sanitize all “high-traffic hand areas”, such as door knobs, faucet handles, light switches, drawer handles, etc.

### **Early Head Start Friday Cleanings**

Because it is so important to keep a clean environment for very young children in order to prevent accidents and illnesses, Fridays will be used as a day to do **extra** cleaning. All regular cleaning will occur, as well as:

1. All cloth toys and pillows will be tied up in an airtight bag and left for the weekend.
2. Clean and sanitize all “high-traffic hand areas”, such as door knobs, faucet handles, light switches, drawer handles, etc.
3. All dress-up clothes will be machine washed.
4. All crib railings and cots will be cleaned and sanitized.
5. Window and door sills will be cleaned.
6. Baseboards and floor corners will be cleaned.
7. Cabinet and drawer faces and handles will be cleaned.
8. All surfaces will be cleaned with soapy water, then disinfected with bleach water and allowed to air dry.
9. Carpets will be vacuumed.
10. Floors will be vacuumed, swept and mopped.