

NEIGHBORIMPACT HEAD START & EARLY HEAD START

Policy & Procedure

Policy #: HS-16 Title: Cleaning Procedures Section: Child Development & Health Services	Approval Date: 5/8/2025 Procedure Revision Date: Most Recent Board Review: 5/8/2025 PC Approval Date: 10/17/2024
Forms Required:	
Performance Standards: 1304.53(a)(10)(viii)	Page 1 of 3

Policy: Effective implementation of sanitation and disinfection procedures significantly reduces health risks to children and adults by limiting the spread of infectious germs.

Purpose: To support the Daily and Weekly Health and Safety Checklists. To prevent spread of communicable diseases.

Procedure:

In order to provide the healthiest environment possible for children and adults, the following cleaning procedures are to be followed. Clean, sanitize, or disinfect surfaces based on the recommendations of Caring For Our Children Routine Schedule for Cleaning, Sanitizing, and Disinfecting seen below. By definition cleaning, sanitizing, and disinfecting are defined as:

Task	Purpose	Solution & Use
Clean	To remove dirt and debris by scrubbing and washing with a detergent solution and rinsing with water. The friction of cleaning removes most germs and exposes any remaining germs to the effects of a sanitizer or disinfectant used later.	Mix 1.5 tsp of soap concentrate to 1 gallon of water. Remove any large debris. Clean surface with soap solution. Rinse surface with water. Dry with towel.
Sanitize	To reduce germs on inanimate surfaces to levels considered safe by public health codes or regulations	Mix .5 tsp of Disinfectant Q-10 to 1 quart of water (1 spray bottle). Test solution dilution with QT-10 test strip. Clean surface. Spray sanitizer and allow to air dry.
Disinfect	To destroy or inactivate most germs on any inanimate object, but not bacterial spores.	Clean surface. Use bleach disinfectant cleaner. Spray surface and allow to stand for 1 minute. Rinse or wipe clean. Allow to air dry.

If applicable sanitation machines/or sinks can be used to clean appropriate items when possible. When necessary, please use proper protective ware when mixing these chemicals.

Surface/Area	Method			Timing				Comments
	Clean	Sanitize	Disinfect	Before	After	Daily	Weekly	
Food preparation and Meal Service Areas:								
Food prep. surfaces and countertops	X	X		X	X			Use cloth or disposable towels. Do not use sponges.
Eating utensils & dishes	X	X			X			Wash, rinse, and sanitize OR Use sanitizer; set on sanitize setting
Mixed-use tables	X	X		X	X			Also, clean legs and frame when soiled
Food prep. equipment	X	X			X			Wash, rinse, and sanitize OR Use sanitizer; set on sanitize setting.
Rubber non-slip	X							Monthly

mats								Deep clean on scheduled furloughs
Floors	X						X	Sweep or vacuum, then damp mop. Microfibers mops – launder after use. Cotton mop heads – turn upside down to dry. Disinfect if soiled with body fluids

Surface/Area	Method			Timing				Comments
	Clean	Sanitize	Disinfect	Before	After	Daily	Weekly	
Food preparation and Meal Service Areas:								
Refrigerators, microwave, stoves, water coolers, other appliances	X	X					X	Clean immediately if needed. Clean inside and outside.
Rolling dish/food carts	X	X			X			
Classroom water jug	X	X				X		
Classroom Areas								
Mouthed toys	X	X			X			
Washable cloth toys	X	X					X	Machine wash and dry completely
Classroom toys	X						X	Follow label for directions for cleaning wooden toys
Play activity centers	X					X		
Counters & shelves	X					X		
Mixed-use tables for activities	X				X			Sanitize if used for food preparation, meals, or tooth-brushing
Dress-up clothes (washable)	X						X	
Water tables and water equipment	X		X		X			Staff/children wash hands before/after each use. Change water, clean, the disinfect water table, and toys before a new group begins water play or at the end of the day. Children with open cuts or sores should not join in water play. Do no use during illness outbreak.
Animal areas: feeders, fish tanks, or animal cages	X		X					Disinfect these areas after cleaning activity is finished.
Floors	X						X	Sweep or vacuum, then damp mop. Microfibers mops – launder after use. Cotton mop heads – turn upside down to dry. Disinfect if soiled with body fluids
Carpets: Washable area rugs are a safer choice than wall-to-wall carpeting	X						Clean area rugs	Vacuum daily Steam clean carpets every 3-6 months – spot clean if soiled with body fluids
Doorknobs,	X						X	Clean often throughout the day with a

handles, and light switches								microfiber cloth or disposable paper towels
Shared computer keyboards, phones	X					X		Clean often throughout the day. Wipe down daily with disinfectant wipes.
Garbage Cans	X	X					X	Keep covered at all times. Empty daily. Clean and sanitize inside & outside of cans. Move garbage and sweep and mop daily.

Surface Area	Method			Timing				Comments
	Clean	Sanitize	Disinfect	Before	After	Daily	Weekly	
Sleeping Areas								
Sheets and blankets	X						X	Label and store each child's sleeping items separately from other children. Wash laundry at warmest temperature setting and completely dry. If soiled with body fluids, launder with non-chlorine bleach (preferred), or bleach.
Cots and mats	X				X		X	Use fitted sheet to cover sleep surface. Clean sleep surface regularly with microfiber cloth or disposable paper towels after use by another child. Disinfect surface if soiled with body fluids.
Toilet and Diapering Areas								
Changing tables	X		X		X			Allow surface to air dry between uses
Diaper pails	X		X			X		
Toilets	X		X			X		Disinfect after use if soiled
Sinks and faucets	X		X			X		
Countertops	X		X			X		
Floors	X		X			X		Use separate mops/mop heads for toilet/diapering areas and other areas. Use microfiber mops with split bucket (cleaning and rinsing system)