

## **Classroom Cleaning/Sanitizing/Disinfecting**

### **Policy**

All facilities where children are served, including areas for learning, playing, sleeping, toileting and eating are to be kept clean and free of pests. Early Head Start/Head Start (EHS/HS) staff and all other adults working in the classroom environment teach and model appropriate classroom sanitation using the Daily Health and Safety Checklist, Monthly Health and Safety Checklist, and Quarterly Health and Safety Inspection Checklist. Classroom sanitation is one of the most effective ways to prevent the spread of infection in a childcare setting. All staff and volunteers must follow these guidelines when working at any Neighborhood House Association (NHA) facility.

#### **Reference and Regulation:**

Head Start Program Performance Standards 1302.31 (e) (3); 1302.47  
California Community Care Licensing 10123

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## Classroom Sanitizing/Disinfecting

### Procedure

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Effective implementation of classroom sanitation procedures considerably reduces the health risk to children and adults through limiting the spread of infectious diseases. All EHS/HS staff, including, but not limited to, teachers, associate teachers, custodians, and volunteers are required to abide by these procedures. The site designee, who is assigned by the Site Supervisor, must complete and file the Daily Health and Safety Checklist. The Site Supervisor must complete the Monthly Health and Safety Checklist and submit it to the Administrative Offices. The Quality Assurance Department must complete the Quarterly Health and Safety Inspection Checklist.

1. Educational staff, custodians, and volunteers must clean children's bathrooms daily and as needed throughout the day. This includes the following:
  - a. Picking up paper and placing it in the trash can
  - b. Wiping down sinks
  - c. Ensuring that all toilets are flushed after use
  - d. Cleaning up spills and following directions of the Bloodborne Pathogens and Cleaning of Bodily Fluids Standard Operating Policy and Procedure (SOP)
2. All classrooms must have trash cans with securing lids.
3. All classroom bathrooms and health areas must have covered garbage containers with plastic liners (foot pedal or motion sensor model preferred).

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4. Tables and other hard surfaces, door knobs, sink faucets, cabinet handles in the bathroom, classrooms, diaper changing and ring-rope must be cleaned and sanitized daily. Staff will take the following steps:
  - a. An agency-approved disinfectant is used to disinfect.
  - b. Purell Professional Surface Disinfectant is used to disinfect and sanitize. No rinse is required on food contact surfaces. (See SESanitizing Using Purell Professional Surface Disinfectant Instructions for use).
  - c. Document cleaning, sanitizing, and disinfecting on the Cleaning Log.
5. Cribs, mats, cots, and children's vests must meet standards set by CPSC or ASTM and be cleaned and sanitized weekly.
  - a. Cleaning, sanitizing, and disinfecting is documented on the Cleaning Log.
  - b. Mats and cots must be stored in such a way that the sleeping surfaces of the **mats and cots do not touch**.
6. All food and food preparation must be kept out of reach of children and food preparation must use a sink that is not used for hand washing and hygiene. If a sink intended for hand washing and hygiene is used for food preparation, it must be cleaned and sanitized immediately after food is prepared.

Note: For steps 7-11 below: Document all cleaning, sanitizing, and disinfecting on the Cleaning Log.

7. Toys used in EHS/HS must be stored in an orderly fashion, cleaned, and sanitized per the SE-Toy Sanitation SOP.
8. Outdoor environments must be maintained, cleaned, and sanitized daily.

9. Water stations and toys used in water stations must be emptied and sanitized daily.
10. After each meal and activity, tables must be cleaned and sanitized in preparation for the next activity.
11. Education staff must sweep floors as needed throughout the day and at the end of the day. Custodians must mop and sanitize floors on a daily basis.
12. Prior to the children arriving, sites must complete the Daily Health and Safety Checklist (daily checklist) and document in the Health and Safety binder on a daily basis.
  - a. The Site Supervisor can designate a staff member to complete the daily checklist.
  - b. The Site Supervisor must generate a corrective action plan for any non-compliant issues. When generating a corrective action plan, the Site Supervisor will adhere to the following steps:
    - i) The corrective action plan is documented and placed in the Health and Safety binder (some items require an immediate Service Request).
    - ii) A copy is submitted to the Area Office for validation and follow-up.
    - iii) The Area office must submit the completed corrective action plan, including validation and follow-up to administrative offices.
13. The Site Supervisor must complete the online Monthly Health and Safety Checklist on a monthly basis.
  - a. The Site Supervisor must generate a corrective action plan for any non-compliance issues. When generating a corrective action plan, the Site Supervisor will adhere to the above steps in 12. b. i.-iii.
14. The Quality Assurance Department must complete the Quarterly Health and Safety Inspection on a quarterly basis.

## NHA Head Start Standard Operating Policies and Procedures

- a. The Site Supervisor must generate a corrective action plan for any non-compliance issues. When generating a corrective action plan, the Site Supervisor will adhere to above steps in 12. b. i.-iii.

### **Documentation:**

Cleaning Log

Cleaning and Sanitation Checklist

Daily Health and Safety Checklist

Monthly Health and Safety Checklist

Quarterly Health and Safety Checklist