

# Pandemic Work Place Cleaning Procedure



**Name:** Pandemic Work Place Cleaning Procedure  
**Creator:** US Childcare  
**Creation Date:** 5/12/2020  
**Due Date:** 5/12/2020  
**Template:** Pandemic Work Place Cleaning Procedure  
**Version:** 1.1  
**Center:**  
**Room:**

## QUESTIONS

## ANSWERS

### INFORMATION

During a pandemic, implementation of additional measures to minimize the transmission of the virus, particularly high use surfaces (e.g. sinks, door/cupboard handles, railings, toys, tables and bench tops etc.) will take place.

Transmission from contaminated hard surfaces is unlikely but influenza viruses may live up to two days on such surfaces. Influenza viruses are deactivated by alcohol and chlorine.

Cleaning of environmental surfaces with a neutral detergent followed by a disinfectant solution is recommended. Surfaces that are frequently touched with hands should be cleaned often.

- Do not to share cups, dishes and cutlery.

Be vigilant and remind the team and children to wash and dry their hands properly before meals, after using the bathroom, after blowing their nose. - Practice good hygiene by coughing or sneezing into your elbow and discard a used tissue immediately.

Remember- Clean Hands Saves Lives

### RECEPTION DESKS / GATES / HANDRAILS CLEANED (FOUR TIMES A DAY)

Reception desks/gates/handrails to be wiped down with a general cleaner followed by Activate Sanitiser. Do not spray the activate sanitiser directly onto surfaces. Spray onto a cloth and wipe surface down  
Please remove all books or magazines from reception area

#### Q1. Reception Desk Cleaned

| Clean type | Cleaned | Time Cleaned |
|------------|---------|--------------|
|------------|---------|--------------|

#### Q2. Gates Cleaned

|            |         |              |
|------------|---------|--------------|
| Clean type | Cleaned | Time Cleaned |
|------------|---------|--------------|

**Q3. All Hand Rails Cleaned**

|            |         |              |
|------------|---------|--------------|
| Clean type | Cleaned | Time Cleaned |
|------------|---------|--------------|

**DOOR HANDLES INCLUDING ALL ENTRANCE AND EXIT DOORS (FOUR TIMES A DAY)**

Spray all door knobs (inside & outside) and cupboard handles with Activate Sanitiser and wipe down with a clean cloth.

**Q1. All Door Handles Internally Cleaned (include Exit and Entrance Doors)**

|            |         |              |
|------------|---------|--------------|
| Clean type | Cleaned | Time Cleaned |
|------------|---------|--------------|

**Q2. All Door Handles Externally Cleaned (include Exit and Entrance Doors)**

|            |         |              |
|------------|---------|--------------|
| Clean type | Cleaned | Time Cleaned |
|------------|---------|--------------|

**Q3. All Cabinet/Draw Handles Cleaned**

|            |         |              |
|------------|---------|--------------|
| Clean type | Cleaned | Time Cleaned |
|------------|---------|--------------|

**LIGHT SWITCHES (FOUR TIMES A DAY)**

Spray with disinfectant cleaner or wipe with disinfectant wipes

**Q1. Light Switches Cleaned**

|            |         |              |
|------------|---------|--------------|
| Clean type | Cleaned | Time Cleaned |
|------------|---------|--------------|

**TAP HANDLES (FOUR TIMES A DAY)**

Spray with disinfectant cleaner or wipe with disinfectant wipes

**Q1. All Tap Handles Internally, Rooms, Bathrooms and Kitchen Cleaned**

|            |         |              |
|------------|---------|--------------|
| Clean type | Cleaned | Time Cleaned |
|------------|---------|--------------|

**Q2. All Tap Handles Externally Cleaned e.g outside area tap for garden hose**

|            |         |              |
|------------|---------|--------------|
| Clean type | Cleaned | Time Cleaned |
|------------|---------|--------------|

**ALARM/KEY PANELS (FOUR TIMES A DAY)**

Do not spray directly onto keypad. - Spray Activate Sanitiser onto a clean cloth and wipe keypad down.

**Q1. Alarm Panel Cleaned**

|            |         |              |
|------------|---------|--------------|
| Clean type | Cleaned | Time Cleaned |
|------------|---------|--------------|

**Q2. Keypad Panel Cleaned**

|            |         |              |
|------------|---------|--------------|
| Clean type | Cleaned | Time Cleaned |
|------------|---------|--------------|

**FLOORS (TWICE A DAY)**

**Q1. All Floors Cleaned**

|            |         |              |
|------------|---------|--------------|
| Clean type | Cleaned | Time Cleaned |
|------------|---------|--------------|

**FOOD AREAS**

**Q1. High Chairs Cleaned**

|            |         |              |
|------------|---------|--------------|
| Clean type | Cleaned | Time Cleaned |
|------------|---------|--------------|

**Q2. Tables Cleaned**

|            |         |              |
|------------|---------|--------------|
| Clean type | Cleaned | Time Cleaned |
|------------|---------|--------------|

**Q3. Countertops Cleaned**

|            |         |              |
|------------|---------|--------------|
| Clean type | Cleaned | Time Cleaned |
|------------|---------|--------------|

**Q4. Food preparation surfaces**

|            |         |              |
|------------|---------|--------------|
| Clean type | Cleaned | Time Cleaned |
|------------|---------|--------------|

**Q5. Eating utensils & dishes**

|            |         |              |
|------------|---------|--------------|
| Clean type | Cleaned | Time Cleaned |
|------------|---------|--------------|

**Q6. Food preparation appliances**

|            |         |              |
|------------|---------|--------------|
| Clean type | Cleaned | Time Cleaned |
|------------|---------|--------------|

**Q7. Mixed use tables**

|            |         |              |
|------------|---------|--------------|
| Clean type | Cleaned | Time Cleaned |
|------------|---------|--------------|

**CHILD TOYS/OBJECTS**

**PLEASE NOTE:**

Toys that cannot be cleaned and sanitized should not be used.

Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. You may also clean in a mechanical dishwasher. Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.

Machine washable cloth toys should be used by one individual at a time or should not be used at all. These toys should be laundered before being used by another child.

Do not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.

Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for "soiled toys." Keep dish pan and water out of reach from children to prevent risk of drowning. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.

Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

**Cleaning Frequency:**

**PLASTIC MOUTHED TOYS**

Clean after each use and clean and sanitize at the end of each day

**PACIFIERS**

Clean after each use and clean and sanitize at the end of each day

Reserve for use by only one child; Use dishwasher or boil for one minute

**HATS**

Clean at the end of each day OR after each use if head lice is present.

**MACHINE WASHABLE CLOTH TOYS**

Clean weekly - Launder

**DRESS UP CLOTHES**

Clean weekly - Launder

**PLAY ACTIVITY CENTERS**

Clean weekly

**Q1. Plastic mouthed toys**

| Clean type | Cleaned | Time Cleaned |
|------------|---------|--------------|
|------------|---------|--------------|

**Q2. Pacifiers**

| Clean type | Cleaned | Time Cleaned |
|------------|---------|--------------|
|------------|---------|--------------|

**Q3. Hats**

| Clean type | Cleaned | Time Cleaned |
|------------|---------|--------------|
|------------|---------|--------------|

**Q4. Machine washable cloth toys, Dress up clothes, Play activity centers**

|            |         |              |
|------------|---------|--------------|
| Clean type | Cleaned | Time Cleaned |
|------------|---------|--------------|

## TOILET AND DIAPERING AREAS

Cleaning Frequency

### CHANGING TABLES

Clean and disinfect after each use - clean with detergent , rinse and disinfect

### POTTY CHAIRS

Clean and disinfect after each use

### HANDWASHING SINKS AND FAUCETS

Clean and disinfect at the end of the day

### COUNTERTOPS

Clean and disinfect at the end of the day

### TOILETS

Clean and disinfect at the end of the day

### DIAPER PAILS

Clean and disinfect at the end of the day

### FLOORS

Clean and disinfect at the end of the day - use a damp mop with a floor cleaner/disinfectant

### Q1. Changing Tables

|            |         |              |
|------------|---------|--------------|
| Clean type | Cleaned | Time Cleaned |
|------------|---------|--------------|

### Q2. Potty Chairs

|            |         |              |
|------------|---------|--------------|
| Clean type | Cleaned | Time Cleaned |
|------------|---------|--------------|

**Q3.** Handwashing sinks and facets cleaned and disinfected

**Q4.** Countertops cleaned and disinfected

**Q5.** Toilets cleaned and disinfected

**Q6.** Diaper pails cleaned and disinfected

**Q7.** Floors cleaned and disinfected

## SLEEPING AREAS

Note: Use bedding (sheets, pillows, blankets, sleeping bags) that can be washed. Keep each child's bedding separate, and consider storing in individually labeled bins, cubbies, or bags. Cots and mats should be labeled for each child. Bedding that touches a child's skin should be cleaned weekly or before use by another child.

Cleaning Frequency:

**BED SHEETS & PILLOW CASES**

Clean weekly or before use by another child

**CRIBS, COTS AND MATS**

Clean weekly or before use by another child

**BLANKETS**

Clean weekly

**Q1.** Bed sheets and pillow cases - weekly clean completed

**Q2.** Cribs, cots and mats - weekly clean completed

**Q3.** Blankets - weekly clean completed

**CLEANING CYCLES ARE COMPLETE FOR THE DAY**

This question should only be answered ONCE all cleaning cycles have been completed for the Day

**Q1.** All Cleaning Cycles Complete for the Day