

## SCHEDULE FOR CLEANING & SANITIZING

**Clean:** Wash surfaces with soap and water.

**Sanitize:** After cleaning a surface, use a SCOE approved sanitizing solution to kill germs.

Refer to page 2 for general guidelines to clean and sanitize.

| SCHEDULE FOR CLEANING AND SANITIZING  |       |   |   |
|---|-------|---|---|
| AREA  | CLEAN | SANITIZE                                      | FREQUENCY   |
| <b>Classrooms/Food Preparation:</b>   |       |   |   |
| Multi-use countertops/tabletops when being used for food preparation and eating | X     | <b>¼ cup bleach to 1 gallon water</b>         | Before and after contact with food activity; between preparation of raw and cooked foods.                   |
| Tabletops or countertops not used for food preparation and eating               | X     | <b>¼ cup bleach to 1 gallon water</b>         | When soiled with body fluids.   |
| Utensils, dishware  | X     | <b>1 tablespoon. bleach to 1 gallon water</b> | After each use (see Specific Guidelines—Dishware & Utensils page 16).                                       |
| Floors  | X     | <b>Hepacide Quat II</b>                       | When soiled with body fluids.   |
| Door and cabinet handles  | X     | <b>¼ cup bleach to 1 gallon water</b>         | Daily and when soiled with body fluids.   |
| Sleeping cots   | X     |   | Weekly. If soiled with body fluids clean and then sanitize with ¼ cup bleach to 1 gallon water immediately. |
| Sheets or any personnel items used by the child                                 | X     |   | Weekly and when visibly soiled.   |
| Blankets  | X     |   | Monthly and when visibly soiled.  |
| Carpets and large area rugs   | X     |   | Vacuum daily when children are not present. Clean carpets at least every 3 months or when soiled.           |
| Small rugs  | X     |   | Shake outdoors or vacuum daily. Launder weekly.   |
| Any surface contaminated with body fluids                                       | X     | <b>¼ cup bleach to 1 gallon water</b>         | Immediately.  |
| Mops/cleaning rags  | X     | <b>¼ cup bleach to 1 gallon water</b>         | After each use (see General Guidelines—Cleaning & Sanitizing page 2).                                       |
| <b>Toys:</b>  |       |   |   |
| Toys that are not contaminated with body fluids                                 | X     |   | Weekly.   |
| Toys that have been mouthed   | X     | <b>1 tablespoon. bleach to 1</b>              | After each use and daily (see Specific Guidelines—Toys that Have Been                                       |

|   |              |                                       |   |
|---|--------------|---------------------------------------|---|
|   |              | gallon water                          | Mouthed page 19).   |
| <b>SCHEDULE FOR CLEANING AND SANITIZING Contd.</b>      |              |                                       |   |
| <b>AREA</b>   | <b>CLEAN</b> | <b>SANITIZE</b>                       | <b>FREQUENCY</b>  |
| Toys that have been contaminated with other body fluids | <b>X</b>     | <b>¼ cup bleach to 1 gallon water</b> | Immediately after exposure (see Specific Guidelines—Toys that Have Been Contaminated with Other Body Fluids page 19). |
| Dress up clothes and hats                               | <b>X</b>     |                                       | Weekly.   |
| <b>Toilet Areas:</b>                                    |              |                                       |   |
| Handwashing sinks, faucets, surrounding counters        | <b>X</b>     | <b>¼ cup bleach to 1 gallon water</b> | Daily and when soiled.  |
| Soap dispensers   | <b>X</b>     | <b>¼ cup bleach to 1 gallon water</b> | When being filled and when soiled.  |
| Toilet seats/handles                                    | <b>X</b>     | <b>¼ cup bleach to 1 gallon water</b> | Daily or immediately if visibly soiled.   |
| Toilet bowls  | <b>X</b>     | <b>¼ cup bleach to 1 gallon water</b> | Daily.  |
| Bathroom floors   | <b>X</b>     | <b>¼ cup bleach to 1 gallon water</b> | Daily or immediately if visibly soiled.   |
| Bathroom doorknobs                                      | <b>X</b>     | <b>¼ cup bleach to 1 gallon water</b> | Daily.  |
| Changing tables   | <b>X</b>     | <b>¼ cup bleach to 1 gallon water</b> | After each child's use (see General Guidelines—Diapering page 12).  |

*Adapted guidelines from Health and Safety in the Child Care Setting: Prevention of Infectious Disease, The California Child Care Health Program, March 2001*