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| Policy Title: | Classroom Sanitation | Revision Date: | 7/19/17 |
| Contact Person: | Health Staff | PC Approval Date: | 8/12/17 |
| Area: | Safety Practices | SPCAA Board Committee Approval Date: | 8/15/17 |
| Stakeholders: | All Staff  | SPCAA Board Approval Date: |  |
| References: | 1302.47 (2)(i) | Advisory Approval Date: |  |
|  Related Documents: |  |

**Performance Objective:**  SPCAA Head Start and Early Head Start ensure clean materials for children. Cleaning is one way to minimize illnesses and ensure a healthy environment, both for children and the adults who interact with them. Safety risks are avoided if equipment, toys, materials, and furniture are safe, durable, and well maintained. Consistent procedures and schedules are essential.

When center has a child diagnosed with a communicable disease staff ensure that a deep cleaning is done of site (everything must be cleaned in classroom) and reinforced with any outside visitors as well as staff and children to wash hands.

**Procedures:** *This procedure applies to Early Head Start for infants and toddlers and to Head Start preschool children in center based (grantee and partner) operations. This policy also applies to equipment and toys used during socialization events for Home Based.*

Partner agencies may choose to use a more stringent procedure or a commercially prepared sanitization solution. Administrators of partner agencies who choose to use a different process or solution, will submit the different processes and/or solutions for approval prior to implementation.

1. **Sanitation Solution**

At each site, daily Kitchen staff prepare a sanitizing solution using bleach and water. The sanitizing solution, soapy water, and rinse water are prepared, used, and placed in closed and labeled containers away from the reach of the children.

Soapy water will have

There are 2 different concentration formulas for the sanitizing solution. One formula is used for **toys** – it has a lower ratio of bleach to water. The other formula has a higher concentration of bleach to water and is used for items children will not likely place in their mouths, eyes or nose; such as cots/mats, furniture, tables, chairs, shelves, baskets, etc.

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| **Solution Use** | **Water** | **Bleach** |
| Solution to use on cots, mats, furniture, tables, chairs, shelves, baskets, etc. or items children will not likely place in their mouths, eyes or nose.  | *1 quart*  | *1 tablespoon*  |
| *1 gallon**(more water)*  | *¼ cup* *(more bleach)* |
| Solution to use with **toys** & items children might place in their mouth, eyes or nose | 1 gallon  | 1. Tablespoon
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1. **Sanitation Process:**

***For the sanitizing process to be effective, everyone must follow these steps in the order listed***

**Step #1** Soak or spray the items with ~~warm~~ soapy water and wipe off soap

 Solution with clean towels. (¼ teaspoon soap to 1 gallon of water)

**Step #2** Rinse by soaking or spraying the item with clean water and wipe dry

 with clean towels.

**Step #3** Soak or spray items with the sanitizing solution.

* *If the item is soaked, soak for at least ~~10~~ 2 minutes in the sanitizing solution.*
* *Spray with sanitizing solution,* plastic and other hard surface toys which cannot be easily soaked.
* Rinse with cool water only those items that children are likely to place in their mouths, nose, or ears. This rinse will limit child exposure to sanitizing solution.

**Step#4** Allow the items or surface to air-dry.

**Daily Sanitation Procedure**

Cots/mats, furniture, shelves, chairs, tables, etc. are cleaned and sanitized daily.

Water play tables and toys used in water tables must be cleaned and sanitized daily.

Any toy that children place in their mouths or any toy that is otherwise in contact with bodily secretions will be cleaned or removed immediately after the individual child has finished playing with the toy. Toys contaminated with bodily secretions that cannot be cleaned immediately ~~will be~~ are temporarily removed and stored in a bucket/bin labeled for “***Toys to be cleaned***”. At the end of each day or each Socialization event, staff clean and sanitize the contaminated toys by using the dishwasher, the washing machine, or the sanitization process above.

1. **Weekly Sanitation Procedure**
* The Site Manager/Team Leader or Principal ~~will~~ designate and schedule a time for daily and weekly sanitation of all classrooms.
* ~~The Home Base Coordinator will schedule a time with staff for bi-weekly sanitation of classrooms.~~
* The classroom staff and/or other designated staff ~~will~~ sanitize the toys, furniture, and other educational materials by using either the dishwasher, washing machine or by following the sanitation process ***above.***

Cloth toys, dress up clothes, linens, etc. must be washed at least weekly in the washing machine at a water temperature of 150oF or higher. These items are machine dried.

1. **Sanitation Scheduling and Documentation**

Sanitizing of toys/materials will be reflected on the daily and weekly schedule and posted in every classroom.

1. **Monitoring**

Monitoring is done in the Fall, Spring and Local Self-Assessment (LSA)/Think Tank to include follow-up. Additional monitoring is done as needed