



POLICY AND PROCEDURE FOR CLEANING, SANITIZING AND DISINFECTING

Policy

A program must develop and implement a system of management, including ongoing training, oversight, correction and continuous improvement in accordance with §1302.102, that includes policies and practices to ensure all facilities, equipment and materials, background checks, safety training, safety and hygiene practices and administrative safety procedures are adequate to ensure child safety. This system must ensure: (1) Facilities. All facilities where children are served, including areas for learning, playing, sleeping, toileting, and eating are, at a minimum: (2) Equipment and materials. Indoor and outdoor play equipment, cribs, cots, feeding chairs, strollers, and other equipment used in the care of enrolled children, and as applicable, other equipment and materials meet standards set by the Consumer Product Safety Commission (CPSC) or the American Society for Testing and Materials, International (ASTM). All equipment and materials must at a minimum: (i) Be clean and safe for children's use and are appropriately disinfected; *Head Start Performance Standards 1302.47 (b)(1)(2)(i) Safety practices.*

Sanitize-The use of a product (usually a disinfecting solution) that is registered by the Environmental Protection Agency (EPA) which substantially reduces germs on inanimate objects to levels considered safe by public health requirements. Many bleach and hydrogen peroxide products are EPA-registered. You must follow the product's labeling instructions for sanitizing (paying particular attention to any instructions regarding contact time and toxicity on surfaces likely to be mouthed by children, such as toys and crib rails). For an EPA-registered sanitizing product or disinfecting solution that does not include labeling instructions for sanitizing (a bleach product, for example), you must follow these steps in order: (A) Washing with water and soap; (B) Rinsing with clear water; (C) Soaking in or spraying on a disinfecting solution for at least two minutes. Rinsing with cool water only those items that children are likely to place in their mouths; and (D) Allowing the surface or item to air-dry. Minimum Standards for Child Care Centers 746.123.

Based on the above policies UTRGV-PSJA-EHS-CCP Program staff will sanitize classroom equipment and toys weekly or as needed to prevent cross contamination of communicable disease. Ensuring objects and surfaces in the centers as clean and free of pathogens as possible requires a combination of: Frequent cleaning; When necessary, an application of a sanitizer or disinfectant and Centers will follow a routine schedule of cleaning, sanitizing, and disinfecting.

Procedure

1. Staff will prepare four sanitizing solution bottles on a daily basis using PPE (personal protective equipment).

Preparation of Solution:

1. Bottle one: water only.
2. Bottle two: Using regular strength liquid household bleach. Add $\frac{3}{4}$ teaspoon per one quart of water in a spray bottle for toys and classroom equipment.
3. Bottle three: Dishwashing soap and water. 1 teaspoon to one-quart water.
4. Bottle four: Using regular strength liquid household bleach. Add 1 tablespoon per one quart of water in a spray bottle for diaper changing tables.



Each bottle will be labeled using sanitizing labels that include the product name, a space to document date, time prepared, and initials of staff member that prepared the bottle.

1. Staff will place a strip of tape on the label to document the date, time and initials. The label will be removed and replaced with a new strip daily.
2. Staff will ensure all cleaning products and solutions are stored away from foods and kept out of children's reach.

Staff will follow the four-step sanitizing process.

1. Wash with soap and water.
2. Rinse with clear water.
3. Soak and/or spray on a disinfecting solution (at least two minutes). Rinsing with cool water only those items that children are likely to place in their mouth.
4. Allow the surface or article to air dry.

Staff will fill out the Daily Sanitizing Schedule as needed.

1. Staff will sanitize cots, cribs, linens, toys, and toothbrush holders and all other classroom equipment, weekly or as needed.
2. Staff will sanitize toys after being mouthed or dropping on the floor
3. Staff will sanitize diapering changing tables after every use.
4. Staff will indicate with the letter "L" in the line followed by the date and initials of the person in charge of washing linens.
5. A letter "C" is indicated when cots or cribs are cleaned along with the number of cots/cribs followed by the date and the initials of the person in charge of the cleaning process.
6. A letter "H" is placed in the line along with the date and initials of the person performing the sanitation of the toothbrush holder.
7. A letter "T" is placed in the line along with the date and initials of the person performing the sanitation of the toys.
8. All documentation will be noted on the sanitizing schedule form.

Health Preparedness Amendment: Due to health concerns due a pandemic or health incident the Early Head Start Center will sanitize surfaces every 30-45 minutes or as needed. If there is a child or staff member that tests positive for COVID-19 the parents of children affected must be notified and the center will be closed until the Early Head Start Child Care Center can be sanitized to resume EHS services.