



Cleaning and Maintaining the Environment Procedure

CLEANING PROCEDURE:

Frieda Corpe Kindergarten is committed to providing a healthy environment for all children, staff and other stakeholders. An essential component of this is having proper cleaning procedures and ensuring these are carried out.

Washing Germs Away

Washing germs down the drain is better than trying to kill the germs with disinfectant. Ordinary detergents help to loosen the germs so that they can be washed away. Colour coded cloths are used in each area to keep them separate. * Blue dish clothes are used for dishes only. *Green thick sponges are scourers are used for paints & glue. Pink sponges for cleaning table surfaces &* Paper towel if using spray disinfectant and leave on surface for at least 10 mins.

*Pink static cloth for dusting surfaces(cleaner uses)

Disinfectants

Disinfectants cannot kill germs if the surface is not clean. It is more important to make sure that all surfaces have been cleaned with detergent and warm water than to use disinfectant. To kill germs, any disinfectant needs:

- A clean surface to be able to get to the germ
- To be able to act against those particular germs
- To be of the right concentration
- Enough time to kill the germs. This takes at least 10 minutes.

Detergents

Effective cleaning with detergent and warm water, followed by rinsing and drying removes the bulk of germs from surfaces; Germs are unable to multiply on clean, dry surfaces. Ensure that cleaning equipment is cleaned and stored so it can dry between uses. It should be well maintained, and designed to reduce dust during use.

Washing linen

Children's towels are washed separately in a hot water machine wash with nappy san.

Tea towels are washed separately in a hot water machine wash with nappy san.

Children's smocks are washed separately in a cold/warm wash with washing powder.

Kindy washing is put in its respective kindy washing bags towels/smocks and taken home to be washed at the end of that groups sessions for the week.

* Children's soiled underwear or clothing is double wrapped. In a clear plastic bag and then put into a plastic carry bag. It is placed at the back of the child's locker. Write a red letter s next to the child's name on the roll so that a staff member can inform the parent.

Toys

Washing toys effectively is very important to reduce spread of disease. Toys need to be sprayed with Glen 20 at the end of each day and playdough utensils washed in warm water with detergent. Warm water and detergent help to loosen the germs so that they can be washed away.

Remove toys for washing during the day. Place toys in the sink during the day if you see a child sneeze on a toy, if it has been mouthed, or if the toy has been discarded after play by a child who is unwell.

- Buy only washable toys.
- Wash toys weekly in warm water and detergent, rinse them well and dry them.
- All toys, including cloth toys and books, can be dried by sunlight.

Follow the termly washing schedule.

WEAR GLOVES WHEN CLEANING AND DISINFECTING- Wash weekly plus when visibly soiled with warm water and detergent.

Bathrooms. Wash tap handles, toilet seats, toilet handles and door knobs. Check the bathroom during the day and clean if obviously soiled and clean after lunch.

Toys puzzles, board games, books

Surfaces the children have frequent contact with bench tops and tables

Children's writing implements: pens, pencils, textas, scissors, rulers

Door knobs

Floors

Low shelves

Other surfaces often touched by children

✓	Use bathroom cleaning cloths and mops as marked in the cleaning cupboard with disinfectant.
✓	Spray daily with glen 20 and allow to dry (at least 10mins) before putting away.
✓	Pink chux cloth with detergent and warm water then spray disinfectant and leave to dry
✓	Spray with glen 20 daily and wash at the end of term with warm water and detergent.
✓	(cleaner does)
✓	Floor mop as indicated- not bathroom mop.
✓	Pink chux cloth
✓	Pink chux cloth

Spilled blood and body fluids/substances cleaning

Spills

Spilled blood and body fluids/substances should be attended to immediately. The basic principles of spills management are:

- standard precautions apply, including use of personal protective equipment(PPE) as applicable
- spills should be cleared up before the area is cleaned (adding cleaning liquids to spills increases the size of the spill and should be avoided)

Procedures for managing blood and other body fluid/substance spills are

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04/2023 Added Youngs contact details.

dependent on the nature and size of the spill, as well as the location. They include:

- Protective clothing (personal protective equipment (PPE))

Workers involved in cleaning must wear protective clothing including disposable gloves, waterproof apron and mask.

• Cleaning

Confine and contain the spill.

Cover the spill with paper towels or absorbent granules(kitty litter), depending on the size of the spill, to absorb the bulk of the blood or body fluid/substance.

Place any debris into a double plastic bag and put into red bin outside.

Contaminated areas should be cleaned thoroughly with warm water and neutral detergent. If the spill is on carpet, clean with a neutral detergent and arrange for the carpet to be shampooed with an industrial cleaner as soon as possible. Use the witch's hats to segment the area not to be played in until it has been cleaned with an industrial cleaner.

• Disposal

Paper towels used in clean up should be placed directly into a plastic bag and disposed of in the red bin outside.

Spots or drops of blood or other small spills can easily be managed by wiping the area immediately with paper towelling and then cleaning with warm water and detergent. Large spills (i.e. greater than 10cm diameter) should be contained using kitty litter. A standard disinfectant can be used on the spill area after pre-cleaning. It is generally unnecessary to use sodium hypochlorite (chlorine bleach) for managing spills but it may be used in specific circumstances (e.g. where there is a likelihood of bare skin contact with the contaminated surface).

Standard cleaning equipment, including a mop and cleaning bucket plus cleaning agents, are readily available for spills management and are stored in the locked cleaning cupboard.

A spills kit is located under the kitchen sink

A scraper and pan should be used to remove the absorbed material. The area of the spill should then be cleaned with a mop and bucket of warm water and detergent. All re-useable cleaning equipment should be thoroughly cleaned (left to sun dry by the front veranda after use if possible) and stored dry.

Personal Protective Equipment (PPE) is located:

In the children's bathroom on the wall and by the kitchen sink on the wall.

In the First Aid cupboard and in (First Aid bags- shed and kitchen)

Equipment

- impermeable plastic waste disposal bags
- kitty litter
- disposable impermeable rubber gloves suitable for cleaning
- eye protection
- plastic apron
- a disposable, sturdy scraper and pan
- a full face surgical mask

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Disposable items in the spills kit should be replaced after each use of the kit. -transfer to shopping list if required.

For an industrial clean contact Cleaner “Young” 0404 362 792 to organise or the Jani King Cleaning Company directly 0488 741 837.

Sources

- Australian Government National Health and Medical Research Council- www.nhmrc.gov.au
- Staying Healthy in Child Care- Preventing infectious diseases in child care- 5th edition
- NOHSC:2010(2003)] 2nd Edition December 2003
- Cleaning and disinfection in the workplace COVID -19 Fact Sheet

Links to other Documents

- Hand washing procedures
- Infectious diseases
- Workplace Health and Safety
- Incidents, Injury, Trauma and Illness

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