

DELTA HEAD START/EARLY HEAD START

Schedule for Cleaning, Sanitizing, and Disinfecting

Adapted from Caring for Our Children: National Health and Safety Performance Standards, Appendix K

Areas	Method: Clean, sanitize, disinfect	Timing: Before each use, after each use, daily (end of day), weekly	Comments
Food Preparation and Meal Service Areas: Use an EPA registered product that is safe for surfaces that touch food.			
Food preparation surfaces and countertops CFOC 4.9.0.9; 4.9.0.10	Clean and sanitize	Before and after each use	<ul style="list-style-type: none"> • Use microfiber cloth or disposable paper towels. • Do not use sponges
Eating utensils and dishes CFOC 4.5.0.2; 4.9.0.11. 4.9.0.12; 4.9.0.13	Clean and sanitize	After each use	<ul style="list-style-type: none"> • Wash, rinse, and sanitize by hand OR • Use dishwasher; set on sanitize setting
Bottle feeding equipment CFOC 4.3.1.10	Clean and sanitize	After each use	<ul style="list-style-type: none"> • Wash, rinse, and sanitize by hand OR • Use dishwasher; set on sanitize setting. • Squeeze water through nipple hole to be sure it is clean.
Highchair trays CFOC 4.5.0.2; 9.2.3.12	Clean and sanitize	Before and after each use	<ul style="list-style-type: none"> • Clean legs and frame when soiled.
Mixed-use tables CFOC 4.9.0.9	Clean and sanitize	Before and after each use	<ul style="list-style-type: none"> • Clean legs and frame when soiled.
Food preparation equipment CFOC 4.9.0.9	Clean and sanitize	After each use	<ul style="list-style-type: none"> • Wash, rinse, and sanitize by hand, OR • Use dishwasher; set on sanitize setting.
Pacifiers: <i>Used by one child</i> CFOC 3.1.4.3	Clean	Before and after each use	<ul style="list-style-type: none"> • Sanitize if dirty or used by another child. • Use sanitizer safe for food contact • Use the dishwasher. • Squeeze water through nipple hole
Mouthed toys: <i>Used by one child</i> CFOC 3.3.0.2	Clean	Before and after each use	<ul style="list-style-type: none"> • Sanitize if dirty or used by another child • Use sanitizer safe for food contact • Use dishwasher
Washable cloth toys: <i>Used by one child</i> CFOC 3.3.0.2	Clean	Weekly	<ul style="list-style-type: none"> • Machine wash and dry completely before use by another child.
Classroom toys CFOC 3.3.0.2; 5.3.1.4; 6.4.2.2	Clean	Weekly	<ul style="list-style-type: none"> • Follow label directions for cleaning of wooden toys.
Play activity centers CFOC 5.3.1.4	Clean	Daily	<ul style="list-style-type: none"> •
Counters and shelves CFOC 5.3.1.4	Clean	Daily	<ul style="list-style-type: none"> •
Mixed-use tables for activities CFOC 5.3.1.4	Clean	After each use	<ul style="list-style-type: none"> • Sanitize if used for food preparation, meals, or tooth-brushing
Dress-up clothes (washable)	Clean	Weekly	<ul style="list-style-type: none"> • Machine wash and dry completely.

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			<ul style="list-style-type: none"> Machine wash if soiled with body fluids
Drinking fountains CFOC 5.2.6.10	Clean and disinfect	Daily	<ul style="list-style-type: none"> Clean frequently throughout the day. Disinfect at the end of the day.
Water tables and water equipment CFOC 6.2.4.2	Clean and disinfect	After each use	<ul style="list-style-type: none"> Staff/children wash hands before/after use. Change water, clean, then disinfect water table, and toys before a new group begins water play or at the end of the day. Children with open cuts or sores should not join in water play. Do not use during illness outbreak.
Animal areas: feeders, fish tanks, or animal cages CFOC 3.4.2.3	Clean and disinfect		<ul style="list-style-type: none"> Disinfect these areas after cleaning activity is finished
Floors CFOC 5.3.1.6; 5.6.0.4	Clean	Daily	<ul style="list-style-type: none"> Sweep or vacuum, then damp mop. Microfiber mops ✓ Launder after use. Cotton mop heads ✓ Turn upside down to dry. Disinfect if soiled with body fluids.
Carpets: Washable area rugs are a safer choice than wall-to-wall carpeting. CFOC 5.3.1.4	Clean	Daily-Sweep floors and vacuum Weekly-Clean area rugs	<ul style="list-style-type: none"> Vacuum daily (with HEPA filter). Steam clean carpets every 3–6 months. Spot clean if soiled with body fluids.
High-Touch Surfaces: May need to sanitize or disinfect more often during illness outbreaks.			
Doorknobs, handles, and light switches	Clean	Daily	Clean often throughout the day with a microfiber cloth or disposable paper towels
Shared computer keyboards, phones	Clean	Daily	<ul style="list-style-type: none"> Clean often throughout the day. Use silicone keyboard cover
Sleeping Areas			
Sheets, blankets, and pillowcases: Used by one child CFOC 3.3.0.4; 5.4.5.1	Clean	Weekly	<ul style="list-style-type: none"> Label and store each child's sleep items separately from other children. Follow laundry detergent instructions. Wash laundry at warmest temperature setting, and dry completely. If soiled with body fluids, launder with nonchlorine bleach (preferred), or bleach and dry completely.

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Cribs, cots, and mats: <i>Used by one child</i> CFOC 5.4.5.1	Clean	After each use Weekly	<ul style="list-style-type: none"> • Use fitted sheet to cover sleep surface. • Clean sleep surface regularly with a microfiber cloth or disposable paper towels. • Disinfect surface if soiled with body fluids. • Follow manufacturer's instructions.
Cribs, cots, and mats: <i>Used by more than one child</i> CFOC 5.4.5.1	Clean	After each use	<ul style="list-style-type: none"> • Use a fitted sheet to cover sleep surface. • Clean sleep surface with a microfiber cloth or disposable paper towels after use • Disinfect surface if soiled with body fluids.
Toilet and Diapering Areas			
Changing tables CFOC 3.2.1.4; 3.2.1.5. 5.4.2.6	Clean and disinfect	After each use	<ul style="list-style-type: none"> • Allow the surface to air dry between uses
Diaper pails CFOC 5.4.1.8	Clean and disinfect	Daily	
Toilets CFOC 5.4.1.7; 5.4.1.8	Clean and disinfect	Daily	<ul style="list-style-type: none"> • Disinfect after use, if soiled
Sinks and faucets CFOC 5.4.2.2; 5.4.2.3	Clean and disinfect	Daily	
Countertops	Clean and disinfect	Daily	
Floors CFOC 5.6.0.4	Clean and disinfect	Daily	<ul style="list-style-type: none"> • Use separate mops/mop heads for toilet/diapering areas and other areas. • Use microfiber mops with split bucket (cleaning/rinsing system).

NOTES

- Frequent handwashing with soap and water for at least 20 seconds or using hand sanitizer with at least 60% alcohol prevents the spread of infection. Hand sanitizers are less effective when hands are visibly dirty or greasy.
- Use a cleaning product with a third-party certification that says the product is safe to use. Choose products that are free of fragrances or dyes.
- Wash hands with soap and water for at least 20 seconds after cleaning, sanitizing, or disinfecting.
- To reduce exposure to product fumes, ventilate the space by either opening windows or doors or bringing in outside air using a heating, ventilation, and air conditioning (HVAC) system.
- Always follow the manufacturer's instructions (listed on the label) for safe use, cleaning, storage, and disposal of products. All containers of cleaning products and chemicals must be labeled.
- Microfiber cloths are preferred for cleaning. If microfiber cloths are not available, disposable towels can be used for cleaning. Using cotton cloths, cotton mops, and sponges in early childhood programs is not recommended. Refer to CFOC Standard 5.6.0.4: Microfiber Cloths, Rags, and Disposable Towels and Mops Used for Cleaning.
- Keep all chemical products locked up and safely out of the reach of children. Safely dispose of products not in use. Fumes from closed containers add to poor air quality.
- Disinfect surfaces or objects soiled with blood, and body fluids that are bloody, by following Occupational Safety and Health Administration (OSHA) Standard Precautions. Refer to CFOC Standard 3.2.3.4 Prevention of Exposure to Blood and Body Fluids and Appendix L Cleaning Up Body Fluids. Carefully follow manufacturers' instructions for product use.