

## Cleaning Procedure

*This procedure should be read in conjunction with the 'Health Practices Policy'*

### Cleaning Practices

1. The services recognises that regular environmental cleaning is an effective way of stopping the spread of disease, and important for the health, safety and enjoyment of staff and children.
2. Educators will follow the process for cleaning the service as detailed on the cleaning checklists and will always follow instructions on the cleaning produces to ensure they are used correctly and safely.
3. Immediately before and after cleaning, staff will wash their hands thoroughly with soap and water and will wear disposable gloves and any other relevant PPE while cleaning (check safety instructions on cleaning products).
4. Colour coded cloths will be used for cleaning different areas (refer to cleaning checklists)
5. Detergent and water will be used to clean all surfaces and floors regularly, and where necessary (e.g. kitchens and bathroom surfaces) will be follow with a commercial grade disinfectant.
6. Soft toys, equipment and dress-ups will be washed regularly in warm water and detergent.
7. Hard toys and equipment that cannot be washed will be regularly wiped with disinfectant wipes, and/or sprayed with a disinfectant spray such as Glen20.
8. Each child will be provided with their own eating and drinking utensils at each meal. These utensils will be washed and sanitised after each use.

#### PROCEDURE VERSION AND REVISION INFORMATION



**Authorised by** GENERAL MANAGER

**Current version** 1

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