

Facility Cleaning, Sanitizing and Disinfecting		HS-02-123	
Butler County Children's Center, Inc.			
Effective Date:	09/01/2016	Revised Date:	07/24/2018
Approved By:		Date:	
Board of Directors		09/01/2016	
Policy Council		09/01/2016	

FACILITY CLEANING, SANITIZING AND DISINFECTING

1. The facility will provide training for staff who are responsible for cleaning. Such training will include cleaning techniques, proper use of protective barriers such as gloves, proper handling and disposal of contaminated materials, and information required by the United States Occupational Safety and Health Administration about the use of any chemical agents.
2. Routine cleaning of the facility will be supervised by the Program Manager as outlined in the Cleaning Guidelines Chart (**Appendix HS-BB**), and it will be completed by assigned staff, or for after-hours cleaning, by assigned staff and/or a subcontracted cleaning company.

General Cleaning, Sanitizing and Disinfecting

1. **Cleaning** involves scrubbing, washing and rinsing *to remove visible soil and debris*. The cleaning solution used is made up of soap and water.
2. **Sanitizing** is covering the cleaned area with a sanitizing solution, bleach and water. The best practice recommendation is to leave the sanitizing solution on the surface for a minimum of 2 minutes before wiping it dry or air dry. *This will kill and clean away enough germs so that it would be unlikely that someone could become ill from contacting that surface.*
3. **Disinfecting** is covering an already cleaned area with a disinfecting agent that is non-toxic for children, stronger bleach and water solution. This *kills all of the germs on a surface*. Bathrooms and Diaper areas need to be disinfected. Best practice recommends leaving the disinfecting solution on the surface for a minimum of 2 minutes before wiping it dry or air dry.
4. **Universal Precautions** is used for body fluid spills to eliminate the spread of blood borne illnesses such as Hepatitis B and HIV.

NEW: Bleach Solutions for 8.25%

Regular bleach concentration is now stronger (8.25%)

Read the labels and take the following steps to ensure safety in your child care facility.

Sanitize (100 PPM)	Disinfect (600 PPM)	Special Clean-up (5000 PPM)
CLEAN & SANITIZE AFTER EACH USE: <ul style="list-style-type: none"> • Children’s mouthed toys • Food service areas, dishes 	CLEAN & DISINFECT AFTER EACH USE: <ul style="list-style-type: none"> • Diaper changing surface 	CLEAN & USE AS NEEDED FOR VOMIT AND DIARRHEA: <ul style="list-style-type: none"> • Not for other bodily fluids
SANITIZE DAILY OR WHEN SOILED: <ul style="list-style-type: none"> • Dishcloths, synthetic sponges • Common surfaces (other than in bathrooms), floors, mats, tables, countertops and hard surfaces, door knobs, etc. 	DISINFECT DAILY OR WHEN SOILED: <ul style="list-style-type: none"> • Bathroom areas 	MIX SOLUTION WHEN NEEDED WEAR GLOVES AND MASKS TO PROTECT YOURSELF
1/8 teaspoon bleach/ pint water	3/4 teaspoon bleach/ pint water	2 tablespoon bleach /pint water
1/4 teaspoon bleach/ quart water	1 1/2 teaspoon bleach/ quart water	4 tablespoon bleach/ quart water
1 teaspoon bleach/ gallon water	2 tablespoons bleach/ gallon water	1 cup (8 oz) bleach/ gallon water

- Bleach solution will be **mixed daily for sanitizing and disinfecting.**
- **All containers will be labeled identifying Sanitizing or Disinfecting solution.**
- Child and Family Development Program Head Start Centers will use only bleach for sanitizing and disinfecting. Soap and water will be used for cleaning. Before sanitizing and disinfecting, cleaning will take place. Director approval is required for any other method of sanitizing and disinfecting.
- The proper bleach to water ratio will be used for sanitizing and disinfecting. For information regarding the bleach to water ratio.