

Updated Cleaning Procedures for Childcare (June 2020) COVID-19



The service should be cleaned thoroughly throughout the day at designated times. When cleaning, the cleaning staff should wear gloves and aprons.

Due to COVID 19 there is now a need for an increase in the frequency and extent of cleaning regimes. Cleaning schedules will be in place and must be followed and signed off on.

The tables below outline the cleaning methods and frequencies required for the areas within Dublin YMCA childcare facility that will be cleaned on a regular basis.

It is important to pay particular attention to the following:

- Clean regularly touched objects and surfaces using a household cleaning product.
- Pay particular attention to high-contact areas such as door handles, grab rails/ handrails in corridors/stairwells, plastic-coated or laminated worktops, desks, access touchpads, telephones/keyboards in offices, and toilets/taps/sanitary fittings.
- Wear rubber gloves when cleaning surfaces, wash the gloves while still wearing them, then wash your hands after you take them off.
- Rooms must be kept well ventilated by keeping windows open throughout the day.
- All rooms will be sanitised, once a week, by a cleaner with a specialised sanitising machine (Electrostatic Sprayer) to ensure the health and safety of staff and children. The active sanitiser we will be using lasts up to a week.
- Selection and management of toys from an infection prevention viewpoint.

Personal Hygiene: In addition personal hygiene is more important than ever. Handwashing and Hand Sanitising is required to take place regularly throughout the day for both staff and children. Handwashing and Hand Sanitising stations will be available throughout the building. The updated [Hygiene Policy](#) outlines the requirements in regards to personal hygiene.

Cleaning Required for Each Childcare Room; All rooms will be cleaned and sanitised daily by childcare staff.

General Environment Cleaning Program		
Area/Item	Method	Frequency/Comments
Tables/ window sills / door and cabinet handles	Clean with bactericide spray cleaner, warm water and clean cloth	Every 2 hours and immediately if soiled i.e. if soiled with blood or body fluids, following cleaning, disinfect, rinse and dry
High chairs/dining tables	Clean with bactericide spray cleaner, warm water and clean cloth and dry with disposable paper towels	Before and after use; if soiled with blood or body fluids, following cleaning, disinfect, rinse and dry
Washable Floors	Wash with bactericide spray cleaner, warm water and clean utensils Sweep to remove dirt when children are not present.	Daily and immediately if soiled e.g. spillage Vacuum daily
Walls/Ceilings	Clean with warm water and general purpose detergent. If soiled with blood or body fluids, following cleaning, disinfect	Routine cleaning not required except in areas of frequent hand contact, such as lower wall/door frames in areas occupied by toddlers
Waste Bins	Empty & Clean with bactericide spray cleaner and warm water	Daily and immediately if soiled

Mops and Cleaning cloths	Mop heads should be washed in warm water and detergent, rinsed and air dried.	After daily use by childcare staff responsible for laundry
	Reusable cloths must be laundered daily on a hot wash cycle (at least 60°C) in a washing machine and then tumble dried	After daily use by childcare staff responsible for laundry

Toy Selection; In line with existing national guidance it is recommended to:

- Choose toys that are easy to clean and disinfect (when necessary) and dry.
- In the context of the pandemic, the use of certain types of toys (e.g. soft toys, stuffed toys, play dough) needs to be considered carefully. If their use is considered important for the children, avoid sharing of items between children insofar as is practical.
- Play dough should be replaced daily and soft toys should be washed regularly.
- If soft toys/comfort blankets are essential for some children they should be personal to the child, they should not be shared and they must be machine washable.
- Jigsaws, puzzles and toys that children are inclined to put in their mouths must be capable of being washed and disinfected.
- Discourage children from putting shared toys into their mouths.
- Store clean toys/equipment in a clean container or clean cupboard.
- Always follow the manufacturer's cleaning instructions.
- Always wash your hands after handling contaminated toys and equipment.
- If groups or children are cared for in pods or if there are morning and afternoon groups in the same room, avoid the sharing of toys between groups to the greatest extent possible, for example by having separate boxes of toys for each group.

Cleaning of Toys		
Item	Method	Frequency/Comments
All toys (including those not currently in use) should be cleaned on a regular basis, i.e. weekly. This will remove dust and dirt that can harbour germs.	Wash the toy in warm soapy water, using a brush to get into crevices. Rinse the toy in clean water. Thoroughly dry the toy	Weekly
Toys that are used by very young children should be washed daily.	Wash the toy in warm soapy water, using a brush to get into crevices. Rinse the toy in clean water. Thoroughly dry the toy	Daily
Toys that children put in their mouths or have come in contact with other bodily fluids should be washed after use or before use by another child.	Clean with warm water and bactericide spray cleaner, rinsed and dried thoroughly. Alternatively, they may be washed in a dishwasher.	After each child's use.
Toys waiting to be cleaned must be stored separately.	Placed in a box with a lid and stored in the laundry room for cleaning at a later stage.	Immediately.
Toys that are visibly dirty or contaminated with blood or body fluids must be taken out of use immediately for cleaning or disposal.	Clean with warm water and bactericide spray cleaner, rinsed and dried thoroughly. Then use a	Immediately if soiled.

	disinfectant to clean the toy in addition.	
Other hard toys e.g. dolls house, climbing frame.	Clean with warm water and bactericide spray cleaner, rinsed and dried thoroughly.	Weekly or immediately if soiled.
Child-sized furniture used in cosy corners must be easy to clean and covered in a wipeable material.	Clean with warm water and bactericide spray cleaner, rinsed and dried thoroughly.	Weekly or immediately if soiled.
Soothers/Bottles	Soothers should be kept in individual containers and sent home for sterilising and bottles will be cleaned in the dishwasher and sent home each day	Soothers individually stored, and sent home daily, bottles cleaned when empty and sent home daily.

Sleep/rest;

- Sleeping cots should be arranged as normal so that there is a physical distance of 50cm between cots. Sleeping cots should be arranged so that there is physical distance between groups of cots for children from different pods.
- If more than 1 play-pod is present in a sleep area/room there should be a distance of 2m between the different play-pods (groups of children).
- Cots ideally should not be used by more than one child, and it is preferable that each child requiring a cot would have their own named cot or sleep bed/mat and own named bed linen. Where this cannot be provided, children can use the same cot at different times subject to strict infection control practices being undertaken between use.
- Labelling of the sleep equipment with the name(s) of the children who use the cot.
- Record when the bed linen was changed.
- The provision of individual sheets and bed linen is required, and staff must be vigilant in the safe removal and laundering of soiled linen and the appropriate storage of clean bed linen. See <http://www.hpsc.ie/>.

Sleep related Cleaning		
Item	Method	Frequency/Comments
Cleaning of Cot frame	Clean with warm water and bactericide spray cleaner , rinsed and dried thoroughly.	Daily
Cleaning of bed linen	All laundry to be washed and stored correctly in each room after being tumble dried.	Daily
Daily cleaning of mattresses and sleep mats must take place with additional cleaning required when visibly soiled	Clean with bactericide spray cleaner, rinsed and dried thoroughly.	Daily after each child's use. Immediately if soiled.

Playground Outdoor play and Sports Hall activities; Time spent outdoors should be maximised where possible. The use of the outdoor area must be staggered. **Please see [Garden and Sports Hall Rota](#)**

Playground and Sports Hall related Cleaning
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Item	Method	Frequency/Comments
Fixed play equipment in the outdoor area	Use bactericide spray cleaner after every use and a Milton solution at the end of the day.	After each group uses the area and should be documented and signed off on. Cleaning sheet will be placed on the door leading out of the playground.
Outdoor toys	Use bactericide spray cleaner after every use and a Milton solution at the end of the day.	After each group uses the area and should be documented and signed off on. Cleaning sheet will be placed on the door leading out of the playground.
All staff and children must wash their hands on re-entering the premises after outdoor and Sports Hall play.	Use hand washing or hand sanitising facilities.	Hand sanitiser is placed at the door leading out of the playground and at the door leading into the playground. Playground must only be accessed by the stairs via room 7 and not through Room 3.
Playground Full Clean	Clean with power hose and sanitiser	Playground will be sanitised each evening and a deep clean will be carried out once a week.
Sports Hall eqFuipment and objects	Use bactericide spray cleaner after every use.	After each group uses the area.

Food provision; Catering staff will not be moving between rooms. Food will be brought to the individual care rooms and served by the staff members allocated to that room.

Food Related Cleaning Procedure		
Item	Method	Frequency/ Comments
Cups/Plates/Cutlery	Clean in hot wash dishwasher in childcare room and stored correctly afterwards	Daily
Food Boxes that food is delivered to room	Clean in hot wash dishwasher in childcare room and stored correctly afterwards	Daily
Food Boxes - pick up	Food boxes will be returned to kitchen at the end of the day by management	Daily
Kitchen: Appliances, works surfaces, door handles	Wiped down and cleaned with bactericide spray cleaner.	Daily

Toilets and Communal Child Care Areas; All staff are asked to clean the staff toilets after each use with disinfectant provided. This includes cleaning both sides of the toilet seat, toilet handles, door knobs, wash hand basin and taps.

Our Nappy changing policy has not changed and staff should wear gloves and aprons when changing nappies.

Toilet Area & Nappy Changing Cleaning Procedure		
Item	Method	Frequency/ Comments

Wash hand basins, taps, surrounding counters, soap dispensers.	Clean with bactericide spray cleaner and warm water.	Every hour and immediately if soiled. If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry.
Both sides of the toilet seat, toilet handles, door knobs or cubicle handles.	Clean with bactericide spray cleaner and warm water.	Every hour and immediately if soiled. If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry.
Toilet Bowls	Use toilet cleaner as per manufacturer's instructions.	At least daily and immediately if soiled
Potties	Clean with bactericide spray cleaner and warm water and if soiled, disinfect with a chlorine based disinfectant with 1000 ppm available chlorine.	Immediately after each use.
Nappy Changing Areas	Clean with bactericide spray cleaner.	Before and after each use.

General Childcare Cleaning		
Carpets	Clean with an approved carpet cleaning method Vacuum	Clean carpets only when children will not be present to ensure the carpet is dry before next use. Clean carpets at least monthly in infant areas, at least every 3 months in other areas or immediately when soiled Daily
Small Rugs	Launder	Weekly

If the YMCA has a suspected or confirmed COVID 19 case this [policy](#) will come into place.

These cleaning checklists are to be used in each room to [record cleaning](#). These are completed on the Rooms tablet as per the schedules indicated for each.