**Waratah Public School Preschool Procedure**



**Cleaning**

**Reviewed: 14/9/20**

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| Education and Care Services National Law or Regulation | Associated department policy, procedure or guideline | [Preschool Guidelines](https://schoolsequella.det.nsw.edu.au/file/a240a1ff-d3e3-4883-92b4-a3591f4e12d7/1/leading-and-operating-department-preschool-guidelines.pdf) reference | Associated National Quality Standard | School policy or procedure |
| 77 (a)  88  103  106 | The following department policies and relevant documents can be accessed from the preschool section of the department’s [website](https://education.nsw.gov.au/teaching-and-learning/curriculum/preschool/policies-and-procedures);   * Staying Healthy Guide (5th Edition) * [Student health in NSW schools: A summary and consolidation of policy](https://education.nsw.gov.au/policy-library/policies/student-health-in-nsw-public-schools-a-summary-and-consolidation-of-policy?refid=285776) | p 34-35 | 2.1 | DoE  COVID 19  Advice (March 2020)  All DoE schools have an additional cleaner to clean bathrooms and high touch points |
| 1. A record of the cleaning of toys and resources is completed by educators. Dress up clothing is washed at the end of each week; puzzles are wiped over and left to try before putting away. All toys should be washed with detergent and water or in the dishwasher, and **can** be dried by sunlight, weather dependant. 2. Books should be inspected for visible dirt. They can be cleaned by wiping with a moist cloth with detergent on it and allowed to dry. Keep damp or wet books out of use until they are dry.” – Staying Healthy Guide, 5th Edition. 3. Any items that are dirty, have been put into a child's mouth, coughed or sneezed on, or if used by a child who is unwell, should be removed immediately and placed in the storeroom sink for washing/cleaning. 4. Tables and chairs are to be wiped over with a detergent & water mix with paper towel each morning, in between activities and in the afternoon. 5. Children’s bathroom & toilet should be cleaned at least once per day and more often if visibly dirty. Contracted cleaners clean the preschool each day. SLSO’s should conduct additional cleaning of bathrooms if visibly dirty throughout the day. From May 2020, all DoE schools have an additional cleaner to clean bathrooms and high touch points until further notice. 6. Carpets and mats are vacuumed daily, and steam cleaned at least every 6 months. This is conducted by contracted cleaners. Spot cleaning of carpets and mats is completed if they are visibly dirty in a small area. 7. Contracted cleaners’ vacuum and mop the preschool classrooms each afternoon and do a more extensive clean during school holidays. 8. Play dough is to be replaced weekly or more often if required. Children should wash hands before and after playing with play dough. Any contaminated play dough (For example, placed in child’s mouth or sneezed/coughed on) should be disposed of immediately. Sensory toys, such as playdough, may be made for a single use if needed. 9. Educators are to complete the daily and weekly environment & cleaning and safety checklist. 10. Salt is to be raked through the sandpit at the beginning of each term and sand replaced annually, ensuring that the appropriate level of sand is maintained throughout the year (no less than 100mm below the top). 11. When cleaning bodily fluids from carpeted areas, contact the front office who will organise specialist cleaners to clean the area effectively. If not on carpeted areas, follow the directions outlined below.   **Staying Healthy Guide, 5th Edition.**   1. Educators use the following basic steps for effective routine cleaning, which is directly from the Staying Healthy in Childcare Guidelines 5th Edition: 2. Use detergent and warm water. Follow the manufacturer’s instructions on how much detergent to use. 3. Vigorously rub the surface to physically remove germs. 4. Rinse the surface with clean water. 5. Dry the surface. 6. Table 3.5 from the Staying Healthy Guide 5th Edition, outlines when different surfaces should be cleaned in an early childhood setting.   **Table 3.5 - When to clean different surfaces**   |  |  |  | | --- | --- | --- | | **Surface or area** | **Wash daily** **plus when visibly dirty** | **Wash weekly plus when visibly dirty** | | Bathrooms—wash tap handles, toilet seats, toilet handles and doorknobs. Check the bathroom during the day and clean if visibly dirty |  |  | | Toys and objects put in the mouth |  |  | | Surfaces that children have frequent contact with (e.g. bench tops, taps, cots and tables) |  |  | | Beds, stretchers, linen and mattress covers (if children do not use the same mattress cover every day) |  |  | | Door knobs |  |  | | Floors |  |  | | Low shelves |  |  | | Other surfaces not often touched by children |  |  |  1. Disinfectants are only necessary if a surface is known to be contaminated with potentially infectious material. Remember, if the surface is not clean, the disinfectants cannot kill germs, so you should always clean first, then (if required) disinfect – Staying Healthy Guide, 5th Edition.     Adapted from National Health and Medical Research Council 2010, *Australian guidelines for the prevention and control of infection in healthcare*, NHMRC, Canberra.  **COVID 19** – Update – 14/9/20   * Items that children play with are cleaned at the end of their preschool week (Possums/Kangaroos) * Cushions and Dress ups re-introduced on 14/9. These will be washed at the end of each week. * Children are reminded to wash hands before and after sensory activities (playdough, shaving foam, etc.) * Additional cleaners are employed by the DoE and are cleaning high touch points, railings, outdoor equipment and surfaces, door handles * SLSO’s are wiping down all benches, tables, chairs regularly. * Eating mats are being wiped down after each use. * Pens are cleaned after single use for visitors and parents/carers signing in. * Increased use of disinfectant, including spray, is used to clean toys and surfaces during this time, but not when children are in attendance. | | | | |

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**Appendix 1**

Preschool Resources Cleaning Regime

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| **When?** | **What?** | **How** | **Who?** |
| **Daily** | * Paint brushes, paint pots, glue brushes, glue pots if emptied, craft resources, * Easels * Play dough mats, tools and rollers * Lunch tables and chairs * Resources placed in children’s mouths or handled by sick students * Carpets * Children’s Bathroom (during the day, as needed) * Cushion covers & sheets (if used) * Sensory toys * Bin lids * Food trolley | Detergent & water  Disinfectant  Vacuum  Mop  Machine wash  Disinfectant  Detergent and water | Staff  Staff  Staff  Staff  Contract Cleaner  Staff/Contract Cleaner  Staff  Staff  Staff |
| * Toilets * Hand basins * Floors * Eating mats * Outdoor Equipment - checked for spiders, cobwebs, wasps nests etc * Bins Emptied | Antibacterial wipes/ Detergent and water | Staff  & contract cleaners  Staff  Contract cleaners |
| **Between Groups** | * Eating mats | Swept & washed (air dry) | Staff |
| **Weekly** | * Outdoor play & eating mats * Home corner furniture and resources * Computers * Toys * Puzzles * Paint smocks * Fridge (Children’s lunches) * Dress up clothing/cushions/sheets * Play dough | Sweep, disinfect, hose  Detergent & water  Disinfectant/ Dishwasher  Wipes  Water & detergent  New batch | Staff  Staff & Parents |
| **Monthly** | * Garbage bins (inside & lids) | Disinfectant  Antibacterial wipes (lids) | Staff |
| **Per Term** | * Children’s fridge * Rafters * Carpet |  | Staff  Carpet Cleaning Contractor |
| **Per Semester** | * Staff kitchen cupboards and refrigerator * Sand (salt raked through at beginning of Term 1 & Term 3) * Sheds – sort & audit resources |  | Staff/General Assistant |
| **Annual** | * All toys * Furniture (table, chairs, shelving) * Carpets (steam cleaned) * Pest control * Gutters |  | Staff |

**APPENDIX 2**

DOE Advice (March 2020) Effective health and hygiene practices during COVID-19 pandemic