



# CHILDCARE CENTRES

## COMMON ROOM CLEANING CHECKLIST

### DISINFECT INDIVIDUAL DESKS



- Use a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe to disinfect each individual desk surface and high-touch areas (arm rests, chair backings, etc.).
- Disinfect classroom chairs, paying special attention to high-touch areas like arm rests.
- Clean and disinfect individual electronics (like computer monitors, keyboards, mice, etc.) according to manufacturer's instructions. If no guidance, use a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe.
- Wipe and polish all metal fixtures with blue glass cloth.

### DISINFECT SHARED SPACES



- Use a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe to disinfect centralized areas within the common room, including bookshelf, toys and other hands-on learning equipment.
- Disinfect high-touch areas like light switches, drawer handles, door knobs, etc. using a spray bottle of disinfectant and a damp microfibre cloth to disinfect the surface.

### DUST MOP AND WET MOP FLOOR



- Check the floor for debris and use a scraper if needed before beginning.
- Use microfibre 45cm dust pad and begin dust mopping from the entrance door working backwards. If a dust mop is not available, use a broom.
- Place wet floor sign on the ground to alert children and daycare workers of wet floor to help prevent slips and falls.
- Use sterile, disposable wet mop or freshly machine-laundered wet mop. Fill the mop bucket with diluted floor cleaning solution as recommended per chemical-specified guidelines.
- Begin mopping at the opposite end of the door and use a "Figure 8" motion to prevent cross-contamination and keep track of dirty and already cleaned surfaces.



### DON'T FORGET

- Clean visibly dirty surfaces with water and detergent prior to disinfecting.
- Ensure proper dwell time is met and let air dry.

### CARPET DISINFECTION



- Begin by plugging the vacuum cleaner into a centrally located outlet to increase productivity.
- Overlap strokes slightly until the entire area is vacuumed. Make sure to use vacuum accessories to aid in hard-to-reach areas.
- Apply spot cleaner directly to any stains and follow specific label instructions.
- Use a circular motion and apply spot cleaner outside the perimeter of the spot to avoid spreading of the spot.
- Allow time for the area to dry and then use a tapping brush and blot with a white towel to absorb the soil.
- Rinse the area thoroughly with clean water.
- Once the carpet has dried, use the vacuum to remove any remaining residue.
- Launder rugs and door mats regularly according to manufacturer instructions.

### WHAT TO DO: BODILY FLUID EVENT (VOMIT OR DIARRHEA)



- Ensure the employee cleaning the area is utilizing appropriate PPE.
- Segregate the area that has been contaminated. Clean and disinfect the area, including floor, walls and any objects contaminated by the incident.
- Dispose of any equipment used to clean up the area.

### WASTE DISPOSAL



- Dispose of waste and recycling as often as needed.
- Place new liner bag in the waste container.
- Disinfect waste disposal area and clean rubbish bin regularly.



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## TIP

The CDC recommends providing adequate supplies to support healthy hygiene behaviors in childcare centres, including hand sanitiser and touch-free trash containers.<sup>1</sup> Ensure hand sanitiser stations are placed in visible locations and refilled regularly.

High-touch disinfection recommendations based on CDC guidance for disinfection. Always work with your cleaning solution provider to identify the right chemicals and follow manufacturer and regulatory instructions regarding sanitation and disinfection within the facility. <sup>1</sup>Coronavirus Disease 2019 (COVID-19) Considerations for Schools, CDC, May 2020.



# CHILDCARE CENTRES COMMON AREA CLEANING CHECKLIST

## DISINFECT ENTRYWAY AND LOBBY



Including keypads and speakers, doorway/entrance, door knobs, light switches, glass entryways, check-in desk, railings, etc.

- Regularly disinfect all high-touch surfaces with a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe.
- Wipe and polish all metal fixtures with blue glass cloth.
- Ensure any benches and chairs are disinfected, paying special attention to high-touch areas like arm rests.
- Ensure hand sanitiser stations are available and refill as needed.

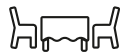
## DISINFECT COMMON SPACES



Including door knobs, light switches, folders, railings, water fountain, HDMI cord plug-ins, etc.

- Regularly disinfect high-touch surfaces with a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe.
- Ensure any tables, benches and chairs are disinfected, paying special attention to high-touch areas like arm rests.
- Clean and disinfect electronics (like copiers and monitors) according to manufacturer's instructions. If no guidance, use a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe.
- Clean soft surfaces, such as carpeted floor, rugs and drapes, with soap and water or with cleaners appropriate for use on these surfaces. If possible, launder items according to manufacturer's instructions or use a disinfectant and a microfibre wipe to disinfect.

## DISINFECT LOUNGE SEATING AREA



Disinfect seating area at the start of the day, in between each group of students or teachers, and again at the end of the day.

- Remove all items (salt and pepper shakers, napkin dispensers, centerpieces, etc.) from the table in order to fully clean the entire surface.
- Disinfect the lounge table using a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe.
- Disinfect all benches and chairs, paying special attention to high-touch areas like arm rests.



### DON'T FORGET

- Clean visibly dirty surfaces with water and detergent prior to disinfecting.
- Ensure proper dwell time is met and let air dry.

## DISINFECT LOUNGE HIGH-TOUCH AREAS



Including doorway, door knob, light switch, glass entryway, railings, countertop, sink, fixtures, etc.

- Regularly disinfect all high-touch areas with a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe.
- Restock supplies at hand sink including disposable towels and soap.
- Ensure hand sanitiser station is available and refill as needed.

## DISINFECT READING AREA



Including tables, chairs, bookshelves, keyboards and computer area.

- Regularly disinfect high-touch surfaces with a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe.
- Ensure hand sanitiser stations are available and refill as needed.
- Clean and disinfect electronics (like copiers and monitors) according to manufacturer's instructions. If no guidance, use a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe.
- Clean soft surfaces, such as carpeted floor, rugs and drapes, with soap and water or with cleaners appropriate for use on these surfaces. If possible, launder items according to manufacturer's instructions or use a disinfectant and a microfibre wipe to disinfect.

## DUST MOP AND WET MOP FLOOR



- Check the floor for debris and use a scraper if needed before beginning.
- Use microfibre 45cm dust pad and begin dust mopping from the entrance door working backwards. If a dust mop is not available, use a broom.
- Place wet floor sign on the ground to alert students and teachers of wet floor to help prevent slips and falls.
- Use sterile, disposable wet mop or freshly machine-laundered wet mop. Fill the mop bucket with diluted floor cleaning solution as recommended per chemical-specified guidelines.
- Begin mopping at the opposite end of the door and use a "Figure 8" motion to prevent cross-contamination and keep track of dirty and already cleaned surfaces.



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## TIP

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High-touch disinfection recommendations based on CDC guidance for disinfection. Always work with your cleaning solution provider to identify the right chemicals and follow manufacturer and regulatory instructions regarding sanitation and disinfection within the facility. <sup>1</sup>Coronavirus Disease 2019 (COVID-19) Considerations for Schools, CDC, May 2020.



# CHILDCARE CENTRES RESTROOM CLEANING CHECKLIST

**Follow the steps, in order below, to ensure that you move from the cleanest surfaces in the room to the dirtiest surfaces and from the top of the room to the bottom to help minimise cross-contamination.**

Before starting, place a “Closed for Cleaning” sign in front of the restroom to reduce interruptions and ensure that the restroom can be fully cleaned.



## DISINFECT SINK AND COUNTER



- Use damp green microfibre cloth for general cleaning, and a damp blue microfibre glass cleaning cloth for bright surfaces.
- Wipe top of sink and bowl, as well as the front of the counter with the green microfibre cloth.
- Wipe and polish faucet handles and all metal fixtures with blue glass cloth
- Clean the piping and all the exposed surfaces of the entire unit.

## CLEAN MIRRORS



- Use damp blue microfibre glass cleaning cloth.
- Lightly wet cloth with water and clean mirror from top to bottom.
- Remove fingerprints, splash marks and smudges as needed.

## DISINFECT TOILET BOWL AND SURFACE



- Pour a small quantity of bowl cleaner in the toilet bowl water of each toilet.
- Dip bowl brush into the bowl water, now mixed with bowl cleaner, and move it around all inside surfaces including under the rim of the bowl, allowing to stand for proper dwell time.
- Clean and polish the piping, flush handle, seat and bowl with a yellow microfibre bathroom cloth.

## RESTOCK SUPPLIES AND WASTE DISPOSAL



- Restock supplies at hand sink including soap and sanitiser.
- Dispose of waste as often as needed.
- Place a new liner bag in the waste container.
- Disinfect waste disposal area and clean waste container regularly.

## WHAT TO DO: BODILY FLUID EVENT (VOMIT OR DIARRHEA)



- Ensure the employee cleaning the area is utilizing appropriate PPE.
- Segregate the area that has been contaminated. Clean and disinfect the area, including floor, walls and any objects contaminated by the incident.
- Dispose of any equipment used to clean up the area.

## DUST MOP AND WET MOP THE FLOOR



- Check the floor for debris and use a scraper if needed before beginning.
- Use microfibre 45cm dust pad and begin dust mopping from the entrance door working backwards. If a dust mop is not available, use a broom.
- Place wet floor sign on the ground to alert associates of wet floor to help prevent slips and falls. Use sterile, disposable wet mop or freshly machine-laundered wet mop.
- Fill the mop bucket with diluted floor cleaning solution as recommended per chemical-specified guidelines.
- Start mopping in the back corner of the restroom, using a “Figure 8” motion to prevent cross-contamination and keeping track of dirty and already-cleaned surfaces. Continue mopping backwards and out of the restroom door.
- Remove the used mop head after cleaning the restroom to avoid cross-contamination in other areas of the facility.



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Make sure to wear disposable gloves and ensure proper ventilation while cleaning and disinfecting any area within the facility.