

## **Policy no 60 – Infection Control Policy**

**REV: 02 DATE: 05.01.21**

### **Policy Statement:**

It is the priority of **Scamps & Scholars** to protect all children attending our service and all persons working in our service from the transmission of infections. The health and well-being of all children, staff and visitors to our service is paramount and our aim is to prevent and manage any infection which may be present in the service. This policy is available and communicated to all parents, children and staff. This policy has been updated in line with current guidance the HSPC Infection Prevention and Control guidance for services providing childcare during the COVID-19 Pandemic, the DCYA's Return to Work Safely Protocol and Tusla's Children Services Regulations Guidance Document for Early Years Services: COVID-19.

### **Principle**

This policy is underwritten by the the Child Care Act 1991 (Early Years Services) Regulations 2016 and the Child Care Regulations (The Child Care Act 1991 (Early Years Services)( Amendments) Regulations 2016. and the Tusla Quality and Regulatory Framework.

### **Availability & Communication of this policy:**

This policy is available to all our service users. It will be communicated through our website and also through the parental information disk that contains all our policies & procedures. There is also a copy of this policy in the reception area of our service.

### **Rationale:**

Infection can lead to serious ill-health among children. Infection control procedures seek to reduce the risk of children getting sick in a service by ensuring good hygiene is followed and the risk of infection is minimised. This will be communicated with parents, so good hygiene and infection control practices will be carried over from the service to home and vice versa.

### **Risk Assessments**

- Risk assessments will be undertaken by staff to assess if activities, actions or environments posts risks from an infection control standpoint to the children and staff of Scamps & Scholars.

### **Hand washing / sterilisation**

- Scamps & Scholars has a hand washing policy which all staff promote and model for children, after using the toilet, before eating/preparing food, after wiping noses, waste disposal and mopping up spills.
- Staff must wash their hands, before preparing or serving food, before eating or drinking, after going to the toilet, assisting children going to the toilet, dealing with bodily fluids, cleaning procedures, caring for sick children, handling soiled clothing, dealing with waste and after removing disposable gloves.
- A wash hand basin is provided in each room with a constant supply of hot (no greater than 43c) and cold running water, liquid anti-bacterial soap and paper towels. A wash hand basin is also available in all bathrooms, kitchens and activity rooms and also a number of sinks at the entrances to the building.

- Children are encouraged to wash their hands with warm water and liquid soap under supervision after visiting the toilet, before eating, after sneezing, coughing or blowing noses, after handling animals, after touching a cut or sore and after outside play and activities. Clear guidance on handwashing is outlined for children and staff alike in our service.
- Staff will supervise and assist children to encourage effective handwashing, appropriate to their age.
- We also have several hand sanitising stations located strategically throughout our building for, in general staff / adult use however should we experience issues with water supply children may also utilise these units. Instructions on how to sanitise your hands correctly are adjacent to each unit.

### **Food preparation**

- Staff always wear gloves when preparing and serving food and wash hands after removing gloves.
- Staff always wash their hands after prepping food and removing waste food and materials.
- Perishable food is kept in a refrigerator, between temperatures of 0 and 5 Celsius. Any perishable food left at room temperature for more than 2 hours will be discarded safely.
- Staff involved in helping children with toileting are not involved in preparing food.

### **Cleaning and the premises**

- All staff are aware of their role in maintaining high standards of hygiene.
- Scamps & Scholars reinforces good practice regarding keeping the environment and premises clean and safe.
- Spillages of blood, faeces, urine, vomit or other bodily fluids or excretions are cleaned immediately and with priority. Disposable tissue paper and mops are not be used for these and extreme caution is exercised at all times.
- Daily, weekly and monthly cleaning schedules are in place and records kept (see attached).
- Scamps and Scholars has a contract with a bin removal company for the removal and disposal of all waste at Scamps and Scholars.
- Our premises are free from pests and rodents and we have a contract with an external agent who checks our premises on a monthly basis.
- All staff receive regular support & supervision in relation to infection control and training is provided as required.
- We carry and maintain a good stock of cleaning products and tools to ensure that hygiene practices can be carried out at all times. Adequate supplies for cleaning are provided to be used, like clean cloths, gloves, aprons, mops, buckets and detergents.
- Stock levels are maintained by designated staff and replenished weekly.
- Toys and play materials are cleaned daily, with attention placed on especially soiled items. They are not brought into the toilet. Toys are chosen that are easy to clean and disinfect.
- Toys are in general not shared.
- Personal soft toys and items like blankets are not shared.
- Toilets, floors, shelves storing bags, tables and chairs and other areas are cleaned daily to help decrease the spread of infection, cleaning agents used are detailed on our cleaning schedules.
- Children have individual hairbrushes, toothbrushes, dental products, clothing and towels. These items are not be shared. Any soiled clothes are placed in a plastic bag, sealed and sent home with parents/guardians.
- At least once a day, even in winter, all rooms in the service are aired out.
- A cleaning schedule for each room is available and bespoke to each room.
- A contract is in place with a reputable cleaning contractor who carries out the “large cleaning” jobs around this centre such as hovering, dusting, mopping, floor buffing etc.

## **Nappy Changing and Toileting**

- The nappy changing room and toilets are adequately ventilated, by window/mechanical ventilation.
- A wash basin is included in the nappy changing room and has hot and cold running water and access to liquid soap and paper towels. Staff must wash and dry their hands before and after nappy changing.
- Children's hands will be washed and dried after nappy changing, staff will also ensure that they have thoroughly washed their own hands before and after nappy changing.
- Staff that are changing nappies use disposable gloves that are removed before re-dressing the child.
- All nappy changing mats used are waterproof, in good condition i.e. no exposed stuffing or foam and have an easily cleanable cover. Nappy changing mats are wiped down by staff after each nappy change.
- Children are never left unattended while having their nappy changed.
- All nappies are disposed of in a way which will not risk infection. Soiled nappies are stored in an airtight, sealed container that is removed from the premises at least once per day. Nappy disposal containers are kept away from children and out of their reach. Nappy changing units are cleaned thoroughly on a regular basis and after use.
- All staff are to be fully trained and briefed in nappy changing and infection control.
- Nappy changing should be a pleasant experience for the child and staff members should use this opportunity to interact with the child and provide one to one attention.

## **Mouthing Toys**

- Mouthing toys are utilised primarily in the Wobblers & Toddlers rooms. They will include any toy or comforter that a child will be able to place in their mouth.
- They may be used for comfort or for specific purposes such as teething.
- Dodies would be included under this section.
- Soft toys are not permitted to be used as a "mouthing toy" as they cannot be effectively disinfected.

We have a "Mouthing Toy Box" in each room that requires one. This box is labelled and toys that are in use by children in the room will be placed in this box during the day between use. The box contains a disinfection solution ensuring that the toy is fully disinfected between use and continues to allow these items to be utilised safely by the child through the day.

We also have a "Dodie Hotel" (pacifier) in each of these rooms. This is a unit with several small draws within it, each draw large enough to contain a standard sized Dodie in each draw. Each draw is labelled with the child's name. The box contains a disinfection solution ensuring that, between use the Dodie is placed in its own draw thus ensuring the toy is fully disinfected between use and continues to allow these items to be utilised safely by the child through the day.

### **Immunisation**

- Our immunisation policy is followed at all times with all children and staff.
- Children's immunisation records are obtained when children begin in Scamps and Scholars. Parents are asked to update Scamps and Scholars when children receive additional immunisations.
- Parents have a right to choose to whether to immunise their child or not.
- If a child is not immunised, for their own safety parents will be notified of any infectious diseases and a child may be excluded from Scamps and scholars if an infectious disease that they are not immunised against is circulating. Parents will always be consulted on this. We always work in the best interests of children's health.

### **Animals and pets**

- Handwashing and drying procedures is followed before and after handling any animals and pets that are present in Scamps and Scholars when applicable.
- All animals and pets are managed in accordance with required and appropriate instructions for their care.
- Children are supervised with animals at all times.


### **Procedure for Managing an infectious illness**

- Children are encouraged to cover their nose and mouth with a tissue before sneezing or coughing. Hands are washed after blowing noses, sneezing or coughing.
- Staff will report any illness to the manager/designated person in charge.
- Unwell children, with a temperature and/or specific signs and symptoms, will be excluded from the service until a diagnosis can be made. Management can and will use their discretion when admitting a child back into Scamps and Scholars if they believe the child is still ill and cannot take part in their usual activities. Return to service forms may be required to be completed.
- Any child is displaying symptoms such as a cough, fever or breathing difficulties should not attend the service (COVID-19)
- Parents are advised to contact the service as soon as possible if their child is unwell and unable to attend.
- Children should remain at home if they are suffering from general diarrhoea or vomiting for at least 48 hours.
- A plan will be drawn up to help prevent the spread of the illness and the [HSE guidelines: Managing an infectious disease in childcare setting](#) will be followed.
- Communication will issue to parents if there is an infectious disease circulating in Scamps and Scholars.
- Notifications will be placed on our noticeboard should any outbreaks be ongoing in Scamps and Scholars

### Exclusion table:


The following exclusion periods are followed in Scamps and Scholars. In certain instances, the exclusion period may be longer than outlined below:

# WHEN SHOULD MY CHILD RETURN TO SCHOOL/ CHILDCARE?



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Better Health  
Service

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Níce Fear &  
Forbairt



<div>Chicken Pox</div> <div>When scabs are dry</div>	<div>Conjunctivitis</div> <div>Until eyes are no longer weeping</div>	<div>Diarrhoea or Vomiting</div> <div>48 hours after the last episode</div>	<div>Flu</div> <div>5 days after start of illness</div>	<div>Glandular Fever</div> <div>No need to stay out*</div>
<div>Hand, foot &amp; mouth</div> <div>No need to stay out*</div>	<div>Head Lice</div> <div>See Head Lice policy</div>	<div>Impetigo</div> <div>When scabs are dry or 24 hours after starting antibiotics</div>	<div>Measles</div> <div>4 days after rash appears</div>	<div>Mumps</div> <div>5 days after swelling appears</div>
<div>Scabies</div> <div>After first treatment</div>	<div>Scarlet Fever</div> <div>24 hours after starting antibiotics</div>	<div>Slapped Cheek</div> <div>No need to stay out*</div>	<div>Threadworms</div> <div>No need to stay out*</div>	<div>Whooping Cough</div> <div>5 days after starting antibiotics or 21 days after start of illness</div>
<div>Prescribed Antibiotic</div> <div>First 24 hours at home</div>	<div>High Temperature</div> <div>Clear overnight to return next morning</div>	<div>Gastroenteritis Dysentery</div> <div>Until authorised by G.P.</div>	<div>Infective hepatitis</div> <div>7 days from onset of jaundice</div>	<div>German Measles</div> <div>4 days from appearance of the rash</div>

This information is based on the Management of Infectious Diseases in Schools guidance document.

\*No need to stay out if child is well but school or childcare provider should be informed.

Scamps & Scholars reserves the right to seek medical clearance for a child to return to the service if concerns regarding their well being and that of the group setting is potentially compromised.

It should be noted that any contagious condition may be referred to the manager where discretion may be applied in light of the number of children in the room and the nature of the contagious condition.

This discretion may insist on an exclusion and / or a medically qualified input (normally in writing from a doctor or chemist) to satisfy that the group settings that operates at our centre will not be compromised.

### Notifiable disease:

- A list of notifiable diseases is available from the [HSE](#). In the case of notified diseases or if the illness spreads the manager will notify the Tusla Early Years Inspectorate by filling out the [Notification of Incidents Form](#) and the HSE Public Health Department.
- When we have been contacted by the Department of Public Health, HSE, in our area and have been advised that we have a confirmed case as listed we will contact Tusla, Early Years

Inspectorate. The Department of Public Health Medicine will advise as to the next steps regarding precautions to be taken in our premises and follow up of contacts and procedures.

- Parents will be informed verbally and in writing if an outbreak has occurred – all reasonable information on the outbreak will be provided to them.

### **COVID-19 Infection Control Guidelines in Named Service**

- To prevent the spread of COVID-19 in Named Service, Named Service implements a “play pod” system.
- Play pods are organised across all rooms in Scamps and Scholars, A record of play pods and their makeup is recorded and will be shared with the HSE and Public Health teams in the event of an outbreak of COVID-19.
- Pods, as much as practical, do not mix, share toys, play materials or equipment. Each pod also has different break and meal times. Outdoor time is separate for each play pod.
- We follow the 2m physical distancing recommendation by the National Public Health Emergency Team for adults.
- Scamps and Scholars has a number of hand washing stations, and a number of hand sanitiser stations – all staff are encouraged to use and to follow our handwashing policy above.
- All staff will wear face masks while operating in the childcare rooms.
- Scamps and Scholars master cleaning schedule can be seen in the appendices of this policy [attach your cleaning schedule].

### **Dealing with Suspected COVID-19 Cases in Named Service**

If a child or staff member in Named Service feels unwell and develops symptoms:

- If a child develops any symptoms of acute respiratory infection including cough, fever, or shortness of breath while in Named Service, a staff member will take the child to [area marked for isolation]. This should be a room if possible but if that is not possible it should be in a place 2m away from others in the room.
  - Parent/guardians will be called and asked to collect their child as soon as possible.
  - A staff member will remain with the child at all times until parent/guardian arrives. Due to the nature of COVID-19 physical distance will be need to be retained as much as possible, and the staff member will need to wear a facemask and gloves.
- If a staff member develops symptoms of acute respiratory infection including cough, fever or shortness of breath while in the care facility ask them to go home without delay and contact their GP by telephone.
- They will be located 2 m away from others as much as possible.
  - They will be asked to avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. .
  - They will be asked to wear a mask.
- If there is an emergency, staff will call an ambulance, and explain that the child or staff member is unwell with symptoms of COVID-19.
- Any rooms where children or staff need to be isolated is cleaned and contact surfaces disinfected once they leave.

### **What we do when there is a confirmed case of COVID-19 in Named Service**

- We advise all individuals with symptoms of COVID-19 to contact their GP for further advice.
- Scamps and Scholars will liaise with local Public Health staff of the HSE to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken.

- Scamps and Scholars will notify Tusla Early Years Inspectorate of any confirmed case of COVID-19 in the service.
- An assessment of each childcare setting where this may occur will be undertaken by HSE public health staff.
- Advice on the management of children and staff who came into contact with the case will be based on this assessment.
- The HSE Public Health staff will also be in contact individually with anyone who has been in contact with the case to provide them with appropriate advice.
- Cleaning of Scamps and Scholars will commence following HPSC advice and guidance.
- Symptomatic are advised to self-isolate and arrange to get tested for COVID-19.
- We will advise confirmed COVID-19 cases to continue to self-isolate at home for a minimum of 14 days and not return to Named Service until they are advised that it is safe to do so.
- Close contacts of a confirmed case will be advised to go home and restrict their movements for 14 days. Named Service will ask them to not come to Named Service for 14 days.
- (See Pandemic Policy no. 57 for further details)

Montessori Cleaning roster	Week commencing:
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Area to be cleaned / sanitised.		
<ul style="list-style-type: none"> <li>• Clean the <b>tops &amp; any touch points</b> on the following areas:</li> <li>• Unit 1 - Art Press &amp; Chalk Board</li> <li>• Unit 2 - Language area</li> <li>• Unit 3 - Practical Life area</li> <li>• Unit 4 - Coat peg &amp; teacher Peg</li> <li>• Unit 5 - Kitchen / Dolls House / dress up areas</li> <li>• Unit 6 - containing boxes 1- 10 &amp; wooden blocks</li> <li>• Unit 7 - Sand box &amp; train</li> <li>• Unit 8 - Maths Area</li> <li>• Unit 9 - Sensorial unit</li> <li>• Unit 10 - Book corner/Press /sofa</li> </ul>	<ul style="list-style-type: none"> <li>• Unit 11 - Big sink x2 &amp; press</li> <li>• Unit 14 - boxes 1 - 23</li> <li>• Unit 15 - Aim Bots &amp; camper</li> </ul> <p>Tables that are in use and touch points on chairs should be sanitised hourly.</p> <p>All door handles, light switches should be satisfied hourly.</p>	<p>The toilet areas in this room and all touch points (door handles, taps, flusher on toilet, light switch, soap dispenser, towel dispenser, lock, toilet seat etc.).</p> <p>Please ensure you use your own pen daily.</p>

The standard disinfectant product should be used with paper towel. You must wear gloves during this process & wash your hands on completion. Face mask may be worn at the discretion of the staff member

	Monday	Tuesday	Wednesday	Thursday	Friday
Time	Signed	Signed	Signed	Signed	Signed
9am					
10am					
11am					
12pm					
1pm					
2pm					
3pm					
4pm					
5pm					

Caterpillars Cleaning roster	Week commencing:
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Area to be cleaned / sanitised.

- Clean the **tops & any touch points** on the following areas:
- Unit 1 - Box 1 -7 / houses/item1
- Unit 2 - Box 1-12
- Unit 3 - Box 1-10
- Unit 4 - Tray 1-5
- Unit 5 - Tray 1-5 & item 1-4
- Unit 6 - **Kitchen unit**/ Box 1-2 & item 1-12
- Unit 7 - **Book unit**/Box 1/Item 1-6/ Shelf 1-3/**Green Chair/Bench 1-3**
- Unit 8 - Box 1-9
- Unit 9 - **Chalk Board**/Tray 1-3/Item 1-4

- Unit 10 - **Sink Unit**/Item 1-6
- Unit 11 - **Filing Cabinet**
- Unit 12 - Art organiser / Box 1-12

**Tables** that are un use and touch points on **chairs** should sanitised hourly.

All door handles, light switches should be satisfied hourly.

**All item listed in red should be sanitised by the room staff on an ongoing basis but not less than once an hour.**

**Please ensure you use your own pen daily.**

The standard disinfectant product should be used with paper towel. You must wear gloves during this process & east your hands on competition. Face mask may be worn at the discretion of the staff member

	Monday	Tuesday	Wednesday	Thursday	Friday
Time	Signed	Signed	Signed	Signed	Signed
9am					
10am					
11am					
12pm					
1pm					
2pm					
3pm					
4pm					
5pm					

Junior Preschool Cleaning roster	Week commencing:
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Area to be cleaned / sanitised.

- Clean the **tops & any touch points** on the following areas:
- Unit 1 - Press / Box 1 -1 2
- Unit 2 - Kitchen / box 1 / item 1-10
- Unit 3 - Box 1 - box 4 / item 1 dolls house
- Unit 5 - Press / box 1-2 / Item 1
- Unit 6 - Small sink / item 1
- Unit 7 - Sand box
- Unit 8 - Box 1-4 / Item 1 -10 / item 11-12
- Unit 9 - book corner
- Unit 10 - chair 1-2
- Unit 11 - Sofas & bench

- Unit 12 - box 1 -1 2 / item 1-7
- Unit 13 - Press
- Unit 14 - Filing cabinate
- Unit 15 - Table 1-2

**Tables** that are un use and touch points on **chairs** should sanitised hourly.

All door handles, light switches should be satisfied hourly.

**All item listed in red should be sanitised by the room staff on an ongoing basis but not less than once an hour.**

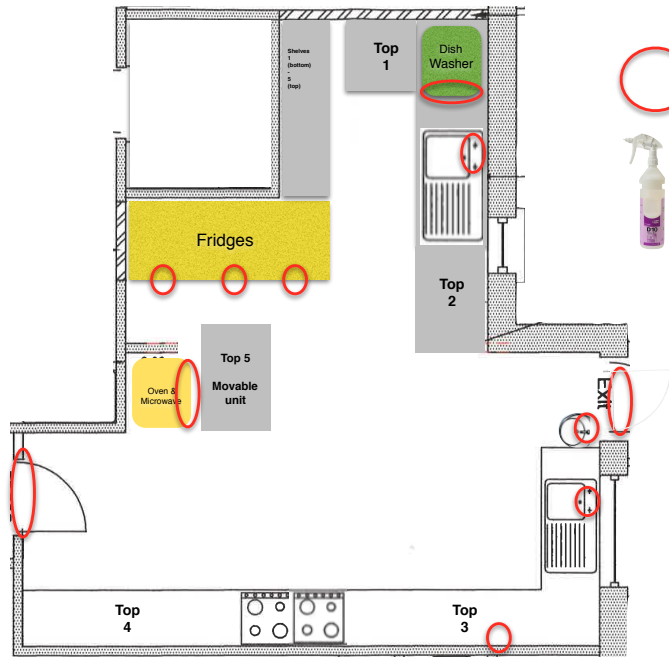
**Please ensure you use your own pen daily.**

The standard disinfectant product should be used with paper towel. You must wear gloves during this process & east your hands on competition. Face mask may be worn at the discretion of the staff member

	Monday	Tuesday	Wednesday	Thursday	Friday
Time	Signed	Signed	Signed	Signed	Signed
9am					
10am					
11am					
12pm					
1pm					
2pm					
3pm					
4pm					
5pm					



# Kitchen Cleaning Zones & High Touch Points



High touch points indicated in red would include handles (dishwasher, oven, microwave, door handles / plates, fridges), phone, taps, light switches and other switches.



D10 disinfectant or equivalent should be used with paper towel to ensure all of these items are disinfected.



Toddlers Cleaning roster	Week commencing:
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- Clean the **tops & any touch points** on the following areas:
- Unit 1 - Box 1-9 / Items -1
- Unit 2 - Press
- Unit 3 - **Filing Cabinate**
- Unit 4 - Box 1-4 / 1-12
- Unit 5 - **Sink Area** / Box 1-15
- Unit 6 - Kitchen / Box 1-2 / Item 1-10
- Unit 7 - Tool bench Box 1 / Item 1 - 4
- Unit 8 - Box 1- 4 / any items on top/ Box 5 -8 / Item 5-8

- Unit 9 - Book Corner / Item 1 -14
- Unit 10 - Box 1 - 3 / Item 1 & any other items
- Unit 11 - Box 1 - 6 / item 1
- Unit 12 - **Chair s 1 -1 0**
- Unit 13 - **Table 1 & 2**
- Unit 14 - press / item 1

**Tables** that are un use and touch points on **chairs** should sanitised hourly.

All door handles, light switches should be satisfied hourly.

**All item listed in red should be sanitised by the room staff on an ongoing basis but not less than once an hour.**

**Please ensure you use your own pen daily.**

Area to be cleaned / sanitised.

The standard disinfectant product should be used with paper towel. You must wear gloves during this process & east your hands on competition. Face mask may be worn at the discretion of the staff member

	Monday	Tuesday	Wednesday	Thursday	Friday
Time	Signed	Signed	Signed	Signed	Signed
9am					
10am					
11am					
12pm					
1pm					
2pm					
3pm					
4pm					
5pm					

Wobblers Cleaning roster	Week commencing:
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<ul style="list-style-type: none"> <li>• Clean the <b>tops &amp; any touch points</b> on the following areas:</li> <li>• Unit 1 - Filing cabinet</li> <li>• Unit 2 - Chairs &amp; high chairs</li> <li>• Unit 3 - Box 1-4</li> <li>• Unit 4 - Box 1-8 / Item 1-11</li> <li>• Unit 5 - Book corner box 1-6 / item 1-6</li> <li>• Unit 6 - Box 1 - 5</li> <li>• Unit 7 - Tool bench / box 1 / item 1</li> <li>• Unit 8 - Kitchen Box 1-2 / item 1-9</li> <li>• Unit 9 - Tuff tray</li> <li>• Unit 10 - Car race track</li> <li>• Unit 11 - Sensory table</li> </ul>	<ul style="list-style-type: none"> <li>• Unit 12 - Table</li> <li>• Unit 13 - Play dough box</li> <li>• Unit 14 - AIM bag</li> <li>• Unit 15 - Spare box of spare toys</li> <li>• Unit 16 - Press 1-4 / fridge / bin/ brush &amp; pan</li> <li>• Unit 17 - Changing room / changing mat / bin etc.</li> </ul> <p><b>Tables</b> that are in use and touch points on <b>chairs</b> should be sanitised hourly.</p>	<p>All door handles, light switches should be sanitised hourly.</p> <p><b>All item listed in red should be sanitised by the room staff on an ongoing basis but not less than once an hour.</b></p> <p><b>Please ensure you use your own pen daily.</b></p>	<p><b>Area to be cleaned / sanitised.</b></p> <p>The standard disinfectant product should be used with paper towel. You must wear gloves during this process &amp; east your hands on competition. Face mask may be worn at the discretion of the staff member</p>
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	Monday	Tuesday	Wednesday	Thursday	Friday
Time	Signed	Signed	Signed	Signed	Signed
9am					
10am					
11am					
12pm					
1pm					
2pm					
3pm					
4pm					
5pm					

Common areas Cleaning roster	Week commencing:
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**Area to be cleaned / sanitised.**

<ul style="list-style-type: none"> <li>• Outside sink, soap dispenser, bin (clean &amp; empty) &amp; towel dispenser.</li> <li>• Front door handles inside &amp; out</li> <li>• Release button for door</li> <li>• Hand sanitising unit</li> <li>• Clean the 2 yellow chairs</li> <li>• Fish tank - top and front</li> <li>• Caterpillar room door handles</li> <li>• Counter top reception desk</li> <li>• Office door handle</li> <li>• Fire door handle into toilet area</li> <li>• Door handle into Ladybirds</li> </ul>	<ul style="list-style-type: none"> <li>• Door handle into common toilets</li> <li>• All top surfaces in the 3 toilet cubicles</li> <li>• All taps in sink area</li> <li>• the face of soap dispensers</li> <li>• Refill all hand towel / soap dispensers</li> <li>• Door handles in staff toilet</li> <li>• Clean toilet unit</li> <li>• Clean sink, taps &amp; soap dispenser</li> <li>• Refill hand towel &amp; soap dispenser</li> <li>• Clean door handles into Toddler room</li> </ul>	<ul style="list-style-type: none"> <li>• Same process for staff toilet area upstairs</li> <li>• Monitor hooks in hall ways &amp; clean if necessary</li> <li>• Clean all door handles / plates on Toddlers, Wobblers, junior preschool &amp; kitchen doors</li> <li>• Light switches in the corridor</li> <li>• Bins in the hallway</li> <li>• Banisters of stairs</li> <li>• Stair gates</li> </ul>	<ul style="list-style-type: none"> <li>• Fore door at top of stairs - handles / both sides</li> <li>• All door handles/plates in upstairs hallway</li> <li>• Monitor hooks in hall ways &amp; clean if necessary</li> </ul> <p>The standard disinfectant product should be used with paper towel. You must wear gloves during this process &amp; east your hands on competition. Face mask may be worn at the discretion of the staff member</p>
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	Date:	Date:	Date:	Date:	Date:
Time	Signed	Signed	Signed	Signed	Signed
9am					
10am					
11am					
12pm					
1pm					
2pm					
3pm					
4pm					
5pm					

Bumble Bees Cleaning roster	Week commencing:
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Area to be cleaned / sanitised.

- Clean the **tops & any touch points** on the following areas:
- Unit 1 - Boxes 1 - 6
- Unit 2 - Box 1 - 3 / item 1 - 17
- Unit 3 - Kitchen unit box 1 - box 9 / item 1 - 9
- Unit 4 - Filing Cabinet
- Unit 5 - Box 1 - 4
- Unit 6 - Box 1 - 12 / item 1 - 4
- Unit 7 - Box 1 - 6
- Unit 8 - Shelf 1 & 2 / item 1 - 6
- Unit 9 - Book corner / box 1 - 4 / item 1 - 4
- Unit 10 - Item 1 - 4

- Unit 11 - Sink box 1 - 2
- Unit 12 - Sand box & Tuff tray
- Unit 13 - Box 1 - 4 / item 1 - 2
- Unit 14 - Tool bench box 1 - 2
- Unit 15 - Chair 1 - 24 / table 1 - 3
- Unit 16 - Sensory table

Tables that are in use and touch points on chairs should be sanitised hourly.

All **door handles**, **light switches** should be sanitised hourly.

The **toilet areas** in this room and all touch points (door handles, taps, flusher on toilet, light switch, soap dispenser, towel dispenser, lock, toilet seat etc.).

Please ensure you use your own pen daily.

All items listed in red should be sanitised by room staff on an ongoing basis but not less than once an hour

The standard disinfectant product should be used with paper towel. You must wear gloves during this process & wash your hands on competition. Face mask may be worn at the discretion of the staff member

	Monday	Tuesday	Wednesday	Thursday	Friday
Time	Signed	Signed	Signed	Signed	Signed
9am					
10am					
11am					
12pm					
1pm					
2pm					
3pm					
4pm					
5pm					

Ladybirds Cleaning roster	Week commencing:
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Area to be cleaned / sanitised.

- Clean the **tops & any touch points** on the following areas:
- Unit 1 - Press (anything placed on this unit will be U1/11).
- Unit 2 - Sensory Box x 2 - U2 Box 1 - Box 2
- Unit 3 - Filing Cabinet - anything placed on this unit will be U3/11
- Unit 4 - U4 box 1 - box 2 / item 1 - 19
- Unit 5 - box 1 - box 4
- Unit 6 - Tool bench / box 1
- Unit 7 - Chalk boards
- Unit 8 - Dolls house & box
- Unit 9 - box 1 - box 2 / item 1 - 5

- Unit 10 - mats
- Unit 11 - press - box 1 - 6
- Unit 12 - Book shelf - box 1 - 2 / unit 1 - 26
- Unit 13 - not press - box 1 box 6 / item 1
- Unit 14 - toy - box 1 - 6
- Unit 15 Book corner - box 1 - 6 / item 1
- Unit 16 - small sink
- Unit 17 - Press - box 1 - 12
- Unit 18 - Chairs 1 - 12
- Unit 19 - Coat hooks

Tables that are in use and touch points on chairs should be sanitised hourly. All door handles, light switches should be sanitised hourly.

The toilet areas in this room and all touch points (door handles, taps, flusher on toilet, light switch, soap dispenser, towel dispenser, lock, toilet seat etc.).

Please ensure you use your own pen daily.

The standard disinfectant product should be used with paper towel. You must wear gloves during this process & wash your hands on competition. Face mask may be worn at the discretion of the staff member

	Monday	Tuesday	Wednesday	Thursday	Friday
Time	Signed	Signed	Signed	Signed	Signed
9am					
10am					
11am					
12pm					
1pm					
2pm					
3pm					
4pm					
5pm					