

CLEANING POLICY

Over the Rainbow Early Learning Centre Ltd will ensure that it complies with all the relevant legislation to ensure the safety, health and welfare of the children, staff and parents who are in the service. Our cleaning procedures are based on the recommendations provided within the Guide to Infection Prevention and Control booklet. (See Infection Control Policy)

Principle

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

Statement of Intent

We are committed to excellence in matters of cleanliness and hygiene. We implement good practice and work effectively to ensure our service is maintained to a very high standard. All employees are required to follow the cleaning procedures below.

General cleaning Procedures

All surfaces touched by hand on our premises must be kept clean and dry.

- Always work from clean to dirty.
- Hot water and detergent are usually sufficient for general cleaning purposes.
- Disinfectant spray is prepared by staff according to guidelines provided within the Management of Infectious Disease in Childcare facilities document for the Health Protection Surveillance Centre (See Infection Control Policy).
- Household bleach may be necessary if there has been an Infection on the premises, but bleach will not be effective unless cleaning has occurred first. Manufacturer's instructions are always followed regarding diluting and contact time.
- Strong Chemicals are not used on a regular basis, as they are not usually necessary and can cause breathing and allergy problems in children and staff.
- Cleaning solutions are always kept out of reach or locked away from children.
- Cleaning is the physical removal of dirt. This is achieved by using hot water and detergent and elbow grease!
- Separate microfibre cloths and tea towels are used to clean up water spills and wipe down surfaces within the classroom.
- Microfibre cloths and mop heads are laundered regularly at 90°C.
- Separate cloths are used for different areas of the service such as bathroom, kitchen and children's room.
- All cleaning equipment is kept clean and tidy and stored in the top press in the kitchen area or in the staff toilet.
- Different cloths are used for different function to prevent cross-contamination. Cloths are used as follows:

White cloth with green stripe:	Room and kitchen area.
Purple disposable cloth:	Toilet seats and spills on the floor.
Colour cloths:	Sinks and Taps in the bathrooms.
Tea towels:	Drying outdoor play-area.

Bathrooms

The bathroom is a high-risk area for infection. There are a lot of things in the bathroom that carry germs and if you touch these things the germs can get onto your hands and move to another area, such as the kitchen or onto another person. Bathrooms and toilets should be cleaned last.

To prevent infection you should:

- Always wash your hands after using the toilet or bathroom.
- Make sure you keep the bathroom clean.
- Use hot water and detergent for cleaning the bathroom.
- Use separate cloths for cleaning the bathroom.
- Clean the sink first and the toilet last.
- Clean the areas that you touch regularly, such as the toilet, flush, taps and door handles.
- Clean the toilet bowl regularly with a household toilet detergent.

Cleaning up body fluids

- Wear disposable gloves if you come into contact with feces or body fluids and wash your hands after you've taken your gloves off.
- Clean floors or other surfaces that have come into contact with feces or vomit.
- Get rid of as much of the feces from the surface as you can using paper towel or a disposable cloth.

Cleaning preschool room

- **Over the Rainbow Early Learning Centre Ltd** will be maintained in a clean, hygienic state throughout the day and a cleaning record is kept at the teachers desk.
- Our staff are responsible for the materials and equipment used and ensures they are clean, hygienic and safe at all times.
- Children will be encouraged to care for their environment.
- Cleaning routines and procedures are in place and are closely monitored and recorded.
- Clean cloths will be used for all cleaning purposes. They will be replaced each morning.
- All cutlery/crockery will be washed, dried and put away at the end of each day.
- Hand washing instructions are in place, liquid soap and paper towels.
- Hand washing is the most important defense against the spread of infection, therefore our children and staff will be aware of the importance and the need to wash our hands several times a day. Children are encouraged to use the red thermostatically controlled tap to wash their hands (see Hygiene Policy).
- Children will be encouraged to develop their own personal hygiene routine, selfcare and independence will be taught.
- Disposal tissues and towels will be available in the children's room and disposed of in designated pedal bins.
- In the event where there is a spillage (e.g.) blood, vomit, urine (etc) it will be cleaned up very promptly using the procedures above.
- The use of gloves and plastic aprons will be worn at all times when cleaning a spillage to minimize the risk of infection.

- We will display hazard signs, cover spillage, use a disinfectant solution and clean it up appropriately.
- All cleaning products are stored safely and out of children's reach.
- Staff are responsible for keeping the room clean and tidy.
- All room environments must be clean at all times. Toys, games and work equipment must be placed on the shelves in an orderly fashion at all times.
- During the day the room should be ventilated regularly.
- A disinfectant fog sprayer is used daily on all surfaces and toys as an extra means of disinfection against Covid-19.

Cleaning Routines for Toys

- Toys may be implicated in the transmission of potentially harmful germs and the development of infection in young children. Steps must be taken to ensure toys are maintained in a safe and usable state by regular inspection, scheduled cleaning and appropriate storage.
- **Soft Toys** are subject to machine washing and thoroughly air dried or tumble dried (according to manufacturer's instructions). Repeated decontamination of soft toys can compromise the integrity of the fabric and create a choking hazard, therefore we ensure thorough checking takes place before and after use.
- **Hard Surface Toys** are washed as soon as they are visibly soiled. They are disinfected daily.
- Toys with moving parts or openings can harbour dirt and germs in the crevices and are washed and scrubbed using soap and warm water, before thorough rinsing and drying.
- **Mechanical /Electrical Toys-** are surface wiped regularly or as necessary, using a damp cloth that has been rinsed in hot, soapy water or detergent wipes followed by thorough drying.
- **Books-** are inspected regularly and the surfaces wiped using a disposable cloth that has been rinsed in hot, soapy water/ detergent wipes followed by thorough drying. Books with signs of dampness or mildew must be discarded.
- **Dressing up Clothes-** All clothes must be washable and washed at a temperature of 60 degrees for 10 minutes. Clothes must be laundered weekly or more often as necessary. The storage box or rail must also be cleaned regularly. During Covid-19, dress-up is not used.
- **Sand play-** Rake the sandpit every morning and afternoon, keep the sandpit covered when it is not being used. Sieve the sand weekly and wash the sand play toys weekly and allow to dry. Replace sand every 2 or 3 months or more often as necessary.

Toilets and training seat

- Toilets are checked regularly and cleaned appropriately as necessary.
- The training seat is washed with hot water and detergent and dried with a paper towel after each use.

Bins and Recycling

- A large flip-lid bin is available within the room for paper and general waste. The bin is never left to become over full and generally will be cleaned once a week or as necessary.

- Paper hand towels and face tissues are disposed of in the 2 foot operated pedal bins located at the back of the room and in the children's toilet. Disposal is daily, double bagged and stored behind the door in the staff room for disposal in general waste after 72hrs.
- Staff should ensure that bins are never allowed to overflow. If it is full empty it. The bins should be emptied and rinsed out at the end of every day. If a bin has a lid, the lid must be closed at all times.

Staff Hygiene

- It is imperative to wash hands after handling bins, cleaning up vomit or urine, cleaning children's noses, before handling food, after handling food etc. This will help in the battle against infections.
- As most common germs are transmitted through hand contact we have placed hand sanitizers both at child level for children's use and sensor hand-free stations all around the room to use to help reduce the risk of spreading infection. (2 children's and 4 adult stations).

Outdoor Play / Activity

- Outdoor areas should be kept clean and secure.
- Dung, manure compost piles should not be accessible to children.
- Measures should be taken to control pests and rodents, bait boxes should not be accessible to children (See pest control policy).
- Animals should not be allowed to foul play areas.
- Sand-pits must be kept covered when not in use.
- Outdoor toys should be clean and well maintained (rust or sharp edges are unacceptable).
- Access to pets by children should be strictly controlled, all pets must be vaccinated and wormed. (see pet policy)
- Visits to pet farms must be well planned, children and pregnant workers should avoid contact with sheep and lambs during the lambing season.

It is critical that children and staff hands are washed thoroughly following outside activity /play.

Forms

Daily Cleaning Record
Weekly Cleaning Record
Monthly Cleaning Record

This policy was adopted by **Over the Rainbow Early Learning Centre Ltd** on:

Date: _____

Manager

co-Manager

Review Date: _____