

COVID-19

Cleaning and Sanitation Handbook

A guide for playgroups



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1800 171 882



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**Playgroup
Victoria**

Cleaning Supplies

Have these on hand for use at each session:

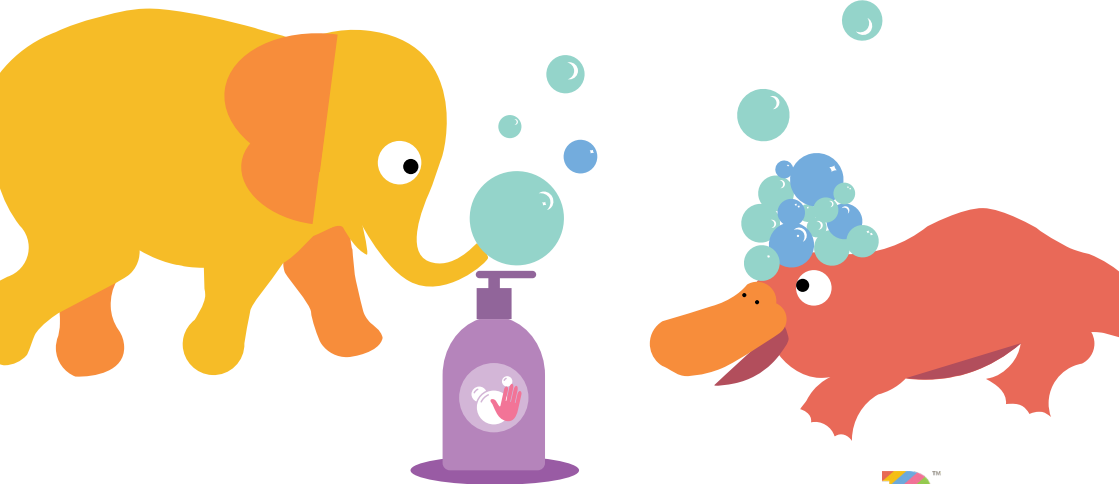
1. Disposable gloves
2. Masks (required depending on restrictions)
3. Hand sanitiser
4. Food grade surface and toy sanitiser
5. Food-grade disinfectant wipes
6. Paper towels (for wiping after washing/ sanitising)
7. Antibacterial handwash
8. Detergent (Food grade)
9. Glen 20 Hospital Grade

SPRAY BOTTLES:

1. Detergent
2. Rinse Water
3. Sanitiser x2

CHECK IF VENUE HAS THE FOLLOWING:

- Wash tub/sink for washing toys
- Enough bins for wipes/paper towels around the room
- Mop and bucket

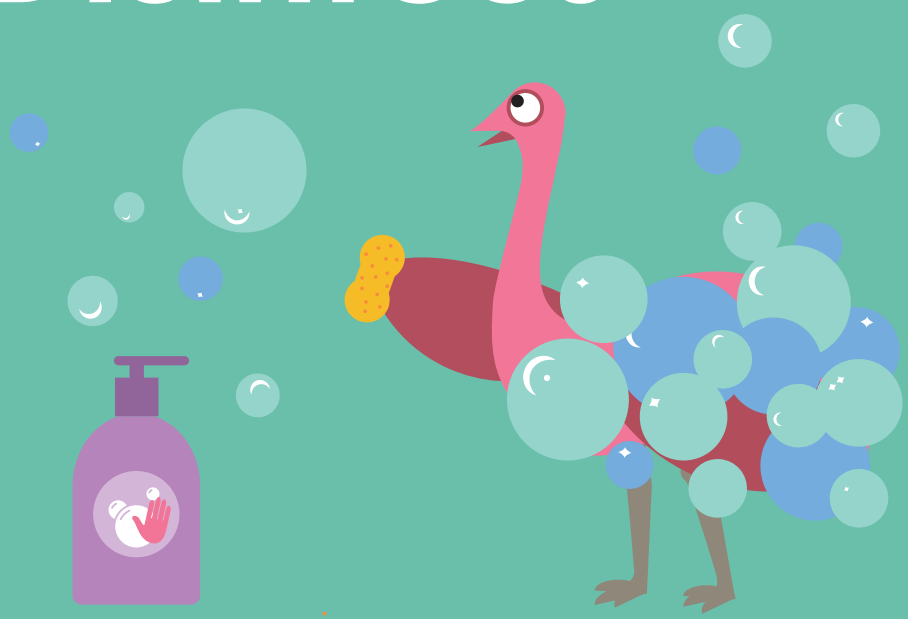
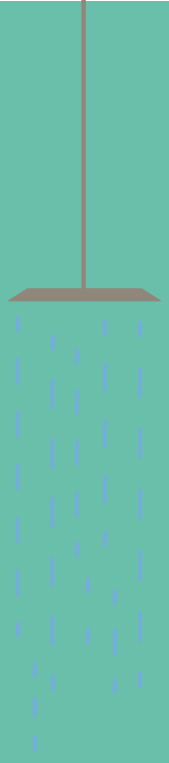
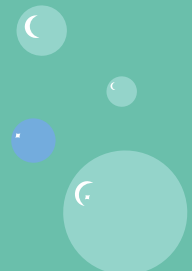




Create a handwashing routine

1. On arrival (unless required to sanitise at the door of your venue)
2. Before snack time
3. After snack time - sanitiser
4. Before departure - sanitiser

How to Clean and Disinfect



It is recommended that packets of wipes be placed around the room or on activity tables for parents to use if they see a possible contamination. It is also recommended that the room (including bathrooms and kitchen if used) be sprayed with Glen 20 at the end of the session (last thing after cleaning).

Surfaces

(Including chairs and play equipment)

- Wear disposable gloves
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection
- Use food-grade disinfectant wipes or sanitiser to disinfect all surfaces and equipment
- For soft (porous) surfaces such as carpeted floor, rugs and drapes:
 - Remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces
 - After cleaning spray with hospital grade Glen 20
- High touch surfaces should be disinfected before and after each session. These surfaces include:
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, taps, sinks, etc.





Toys

- Collect toys as they become dirty throughout the session.

These include:

- “Mouthed” toys – after each use by a child
 - All other toys – at the end of the session
- Sort toys into separate containers:
 - One for cloth and stuffed toys
 - One for wood and plastic toys

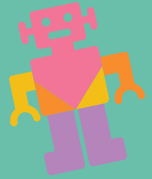
Sorting the toys ahead of time will make it easier to wash and sanitise them.

- At the end of the session, clean, rinse and sanitise toys.

Follow this step by step guide to clean toys:

STEP 1: CLEAN

- Wash and scrub toys thoroughly with soap or detergent and warm water to remove most of the dirt, grime, and saliva. This is the most important step in cleaning toys.
- It is important to clean toys before sanitising them because the sanitiser kills germs better on clean surfaces.



STEP 2: RINSE

- Rinse toys with water to remove the dirt, soap residue, and germs to help make a clean surface.



STEP 3: SANITISE

- Sanitising reduces germs on surfaces to levels that are considered safe.
- Dip the toys in the sanitiser solution provided, or spray on the sanitiser. Protect your skin by wearing household rubber gloves.
- Allow a 2-minute contact time before wiping toys dry with a paper towel. If a cloth towel is used, ensure it is clean and has not been used before. Wash and sanitise the towel after each use.
- Chlorine from the sanitising bleach solution evaporates off the toys so no residue remains, and further rinsing is not necessary.





The 3-Step Method is:

1. WASH

2. RINSE

3. SANITISE or DISINFECT

Sanitising solution is used to reduce germs from surfaces but not totally get rid of them. Sanitisers reduce the germs from surfaces to levels that are considered safe. The sanitising 3-step method is most often used for food surfaces, kitchens, and classrooms.


Disinfecting solution is used to destroy or inactivate germs and prevent them from growing. Disinfectants are regulated by the Therapeutic Goods Administration (TGA). The disinfecting 3- step method is most often used for body fluids and bathrooms/nappy change areas.

Cleaning Record for Each Session

CLEANING RECORD FOR EACH SESSION **The 3-Step Method is: 1. WASH, 2. RINSE and 3. SANITISE or DISINFECT**
The coloured cells represent what is required for each item. Please tick the relevant cell when completed.

Completed by:				Date:	
Task	SANITISE	DISINFECT	DAILY	BEFORE & AFTER EACH USE	Comments
PLAY AREAS					
Door & cabinet handles					At the end of the session
Drinking fountains					Recommended not to use. Instead use personal drinking cups or water bottles
Moulted keys					Removed from use after it has been in contact with mouth, then cleaned and replaced prior to use
Cloth toys & dress-up clothes					Sanitised with bleach according to equipment manufacturer's instructions or washed above 60°C
Hats & helmets					After each child's use
All toys					Site specific cleaning schedule must be developed and followed
Tables and chairs					At the end of the session
Outdoor play equipment					Check requirements with venue - Should be wiped down after each session
Upholstered Furniture					Check requirements with venue
Rubbish bins					Have one outside the toilet for disposal of paper towels after sanitising. Also, one in each room
Rugs & carpets					Check requirements with venue
Floors (tile, linoleum, etc.)					Sweep or vacuum, then sanitise
Floors, carpets, rugs, or surfaces with touchy feel or spill-up					Children should be moved from contaminated area. It may not be practical to clean up during the session. Check requirements with venue.
TOILETS					
Handwashing sinks, counters, toilets, toilet handles, & floors					Clean immediately if visibly soiled. Put up hand-drying paper. Have cleaning supplies on hand in bathroom for parents to use.
Bathroom floors					Check requirements with venue
FOOD AREAS					
Eating utensils & dishes					Limit use - no sharing
Kitchen counters					Limit use
Food preparation surfaces					Limit use
Food preparation sinks					Limit use
Tables and chairs					Practice physical distancing around tables. Wipe down after snack time
Highchairs					Limit use
Kitchen floors					Check requirements with venue
OTHER CLEANING ITEMS					
All other high touch surfaces					For power switches and other electricals, spray on paper towel. Do not spray the switch.
Mops					Cleaned, rinsed and disinfected in utility sink. Air dried in an area with ventilation to the outside & inaccessible to children
Spray bottles of soap, miste water & sanitizer					Bottles must also be wiped with disinfectant after use.
All indoor spaces					Spray rooms (including bedrooms and kitchen) with Glor 20 at the end of the session, after cleaning.

*At times it may be necessary to clean, rinse, and sanitise/disinfect more frequently.



Click to download [the Cleaning Record Checklist](#)



Feel free to use this checklist to keep track of the actions that have been completed. The coloured cells indicate which action/s to be taken for each item.

Please check with your venue provider who is responsible for ensuring the floors, carpets/rugs, and soft furniture are sanitised and what is required of you.

This guidance is adapted from Cleaning Schedule, King County Health Department, USA 2019. It is sourced from [Safe Work Australia](#), the [Therapeutic Goods Administration](#), the [Queensland Government](#) and the [Oregon Department of Education Guidelines](#) and provides information on the cleaning and disinfection of areas used for early childhood activities where COVID-19 is in the community.

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