

# Acorn Child Care Centres Policies and Procedures



## 2.0.1 Hygiene Guidelines General

The following General Hygiene Guidelines are to be used when completing the many regular cleaning tasks in the Service. The Service expectations are that these guidelines will be followed at all times to maintain the highest possible hygiene standards for all who play, visit or work in the Service.

General Hygiene Guidelines	
<b>1</b>	<p><b>Beds and Cots</b></p> <ul style="list-style-type: none"> <li>• All mattresses/beds are to be covered with a sheet prior to use (sheet supplied by Acorn).</li> <li>• At the end of rest time each bed is to be sprayed with disinfectant solution and set to dry on the rack. Beds are not to be in contact with each other when stacked.</li> <li>• If a different child will be using the cot on the following day, the sheets are to be, folded and stored in named sheet bag. The cot mattress is to be cleaned with disinfectant spray and wiped ready for the next usage, using a new chux for each bed. The railings and other elements of the cot are also to be wiped over daily. The children's sheets are to be folded and stored in their sheet bag, linen will be washed weekly.</li> </ul>
<b>2</b>	<p><b>Toilets</b></p> <ul style="list-style-type: none"> <li>• Toilets are to be cleaned after individual and group use and where obviously required.</li> <li>• A full clean is to occur during rest time and at the end of the day.</li> <li>• Gloves must be worn.</li> <li>• Flush toilets. Spray the whole seat, pedestal and cistern with disinfectant cleaning solution.</li> <li>• Use a brush to scrub the inside of the toilet (with the cleaner supplied). Use paper towel to wipe over external surfaces and dispose of the towel. Flush toilet again.</li> <li>• Remove any paper towel or other items from floor and sweep if necessary. Thoroughly mop the floor with hot water and cleaning solution supplied for the purpose.</li> <li>• Use cleaner to wipe over the taps, basins, as well as soap trays. Refill soap dispensers where necessary.</li> <li>• Ensure paper towel dispenser is stocked.</li> <li>• Empty rubbish bin.</li> <li>• Discard gloves worn during this duty.</li> <li>• Sanitise the mop used for this task and place in the designated area to air dry in the sun.</li> </ul>

3	<p><b>Rubbish Bins</b></p> <ul style="list-style-type: none"> <li>• All general use bins</li> <li>• All paper use bins are no required to be covered or have bin liner</li> <li>• All general use bins are to be lined at all times.</li> <li>• All bins are to be emptied at the end of the day (and any other time deemed necessary (e.g. baby / toddler nappy bins twice a day to prevent unpleasant odours in the room).</li> <li>• The exterior of bins are to be wiped clean with chux and disinfectant cleaning solution.</li> <li>• If necessary scrub the bin / lid to remove any paint, glue or other stains.</li> <li>• Prior to placing the rubbish in the council bin, ensure that the bags are secured to prevent mess and flies infesting the rubbish.</li> <li>• All bins are to be hosed out weekly and left to dry in the sun.</li> </ul>
4	<p><b>Refrigerators</b></p> <ul style="list-style-type: none"> <li>• At the end of each day, all opened containers and exposed foods are to be discarded.</li> <li>• Shelves and compartments are to be wiped clean.</li> <li>• The shelves are to be removed and scrubbed weekly in hot soapy water.</li> </ul>
5	<p><b>Mops</b></p> <ul style="list-style-type: none"> <li>• The mop bucket is to be emptied after each use.</li> <li>• Fresh water is to be used after mopping toilet areas.</li> <li>• Rinse the bucket after each use with hot water.</li> <li>• Each Friday, the mop head is to be removed, washed and dried.</li> </ul>
6	<p><b>Toys</b></p> <ul style="list-style-type: none"> <li>• Using soap, warm water used only for toy cleaning, clean the surfaces of the toy.</li> <li>• Rinse the toy in clean, warm water.</li> <li>• Apply wipe out sanitizer, ensuring the toy stays wet for the proper contact time.</li> <li>• Allow the toy to air dry.</li> <li>• Wash your hands.</li> <li>• If second hand toys are donated to the Service they must be checked for safety, any lose parts or small pieces that may cause choking. Clean and air dry hard toys prior to being used by the children, wash soft toys in hot water and hang out to dry in the sun or dry in a hot air clothes dryer. Do not spray soft toys with insecticide.</li> </ul>

7	<p><b>Sandpit</b></p> <ul style="list-style-type: none"> <li>• Cover the sandpit when not in use with an animal and vermin proof cover.</li> <li>• Rake daily (each morning before children arrive) to remove sharp objects, spiders, insects, cigarette butts and any other rubbish.</li> <li>• Remove sand soiled by urine, faeces, food or other materials, immediately after contamination.</li> <li>• Sandpit sand will be top up as required.</li> </ul>
8	<p><b>Laundry</b></p> <ul style="list-style-type: none"> <li>• Store soiled laundry and linen in an area inaccessible to children and separate from children's play and food storage and preparation areas. Linen or clothing soiled by faeces, urine, blood, vomit or other body fluids should be kept securely and separate from other laundry, and disposed of or washed separately from other laundry.</li> </ul> <p>All soiled linen (including any soiled by body fluids) should be washed by the end of each day in hot water and neutral detergent with adequate rinsing and drying. Individual child's clothing is sent for washing each day.</p>
9	<p><b>Children's Chairs and Tables</b></p> <ul style="list-style-type: none"> <li>• Chairs and tables are to be thoroughly cleaned each day between activities to maintain a clean surface for play.</li> <li>• Children's chairs and tables are to be thoroughly scrubbed monthly using Gumption or a similar product and left to dry in the sun, or to air dry.</li> </ul>
10	<p><b>Dress Ups</b></p> <ul style="list-style-type: none"> <li>• Clothing and other dress up items are to be rotated weekly and used items washed before storing in the correct area</li> </ul>
11	<p><b>Soft Toys and Cushion Covers</b></p> <ul style="list-style-type: none"> <li>• Cushion covers and soft toys are to be washed at least weekly, and more often should any spills occur. The padding inside each cushion should be aired in the sun before a new cover is placed on it.</li> </ul>

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