

CLEANING/HYGIENE POLICY

Purpose	To uphold Central Kids commitment to providing a safe and healthy environment for staff, tamariki and their whānau, and to outline responsibilities for pro-actively managing and minimising risks, to prevent the spread of illness and infectious diseases.
Explanation	<p>Infants, toddlers and young tamariki are developing their immune systems and are therefore, in general, more susceptible to illnesses in a group care situation such as an early learning service.</p> <p>While tamariki need the opportunity to build their natural immunities, it is important to keep the service clean of harmful bacteria to reduce the risk of cross contamination of infection.</p> <p>One of the most important steps in reducing the number of illnesses and infectious diseases in an early learning setting, is the thorough cleaning of surfaces and the environment that could possibly pose a risk to tamariki or employees.</p> <p>Central Kids aims to promote and maintain a high level of hygiene through practices that promote the health and well-being of staff, tamariki and whānau.</p>
Scope	This policy applies to all those employed at Central Kids Early Learning Services, including casual employees.
Guidelines	<p>Services will develop a cleaning/hygiene schedule with daily, monthly and termly tasks.</p> <p>Any products recommended or advertised by Central Kids will have been assessed to meet required standards.</p> <p>Resources and materials that tamariki put, or are highly likely to be put, in their mouth will be cleaned at the end of each day with hot soapy water or put in the washing machine/dishwasher depending on the item.</p> <p>To prevent cross-contamination different coloured cloths will be used for separate purposes such as, bathroom, kitchen, art area and outdoors. A code for this will be displayed where appropriate.</p> <p>To prevent cross-contamination, separate mops, buckets and brooms are used for separate purposes such as, bathroom, indoors and outdoors. This equipment will be clearly labelled. Consider tikanga practices around art areas and kai areas.</p> <p>All cleaning products will be clearly named with products and when not in use stored securely, where they are non-accessible to tamariki.</p> <p>Before a sanitizing solution is used, visible dirt and grime needs to be removed</p> <p>When a service is experiencing an outbreak of an infectious disease or there is a pandemic, additional measures will be put in place including following guidance from The Ministry of Health and/or Central Kids Safety Plans</p> <p>Each month, a service employee will complete the Monthly Cleaning Checklist. A copy is provided to the cleaner. To address issues that arise, service employees follow the flow chart on the second page of the checklist.</p> <p>Kai and Kitchen</p> <ul style="list-style-type: none"> • Consider the following when developing your cleaning schedule: microwave, oven, fridge, pantry, cupboards, expired foods, storage, cupboard doors etc

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- Make sure that all utensils and containers used to prepare or store food are only used for that purpose, including raw and cooked products. Wash them thoroughly in hot soapy water of at least 43°C on in a dishwasher of at least 60°C between uses. Wipe dry with a disposable towel if necessary.
- Use a clean cloth for kitchen surfaces and change the cloth at the end of each day.
- Kai areas will be kept clean, tidy, and hygienic throughout the day by Kaiako.
- Kai surfaces will be cleaned/sanitized when necessary.

Bathroom/nappy change area.

- Bathroom cleanliness and hygiene will be monitored and maintained throughout the day by staff.
- All nappy changing will be carried out in the children's bathroom or a designated changing area only.
- All surfaces on and around the change area should be smooth, impervious to moisture and able to be easily wiped clean and disinfected. Any change mat or pad must have a non-porous covering or be disposed of after each child is changed.
- Gloves will be worn at all times when contact with body fluid is likely. Gloves must be changed between each tamaiti. Hands must be washed / sanitized after each removal of gloves.
- Nappy changing areas will be cleaned and disinfected after every nappy change.
- Nappies will be disposed of in a lockable, disposal bin or in a sealable bin that is inaccessible to tamariki.
- For general sanitation of bathroom and toilet surfaces (and nappy change surfaces), 1:100 strength bleach will normally be adequate. If there is visible contamination however, you should clean the surface with hot soapy water, paper towels and then 1:10 strength bleach.
- Bleach solution should be disposed of at the end of the day. Made up chlorine solutions are often kept in spray bottles. These bottles must be cleaned daily as they could become contaminated.

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Bleach as a Disinfectant

Regional Public Health recommends ECE Centres use bleach as a disinfectant as recent outbreaks of diseases caused by micro-organisms (germs) such as giardia, cryptosporidium and salmonella. Many of these germs are resistant to most disinfectants.

Bleaches contain sodium hypochlorite, the chemical which kills bacteria and viruses. The Ministry of Health recommends that ECE services will need to use a disinfectant that has at least 2% hypochlorite. Supermarket bleach is labelled between 2-5% sodium hypochlorite.

A bleach solution should be used to disinfect the nappy changing area, toilets and sinks. To work properly the solution needs to:

- Be used on a surface free of dirt/organic material
- Be a strong enough concentration i.e. 0.1% (see table below). If there is visible contamination, then use a stronger 1:10 solution.
- Have enough time to kill the bugs (ideally 30 minutes contact time)

The solution should be disposed of at the end of the day. Made up chlorine solutions are often kept in spray bottles – the bottle needs to be cleaned daily as dirty hands touch it.

How to make up a 0.1% bleach solution

STRENGTH ON BOTTLE	BLEACH (ML)	WATER (ML)	TOTAL (ML)
1%	100	900	1000
2%	50	950	1000

Laundry.

- Services will develop a procedure for the hygienic laundering (off-site or on-site) of linen used by the tamariki or adults.
- A laundry schedule for items such as dress ups, play blankets, doll clothes, potae etc, will be created and clearly displayed in the laundry area.
- Tikanga practices around laundering will be implemented. Different items will be separated and laundered separately eg. Tea towels, body towels, floor towels, face cloths, soiled clothing, bedding, clothing etc.
- Each service will display their laundry procedure in the laundry area and a copy will be passed on if laundry is laundered off-site.
- Follow manufacturer guidelines for regular cleaning of washing machines and dryers.

Bedding and Sleep Areas.

- If not permanently set up, furniture or items intended for tamariki to sleep on (such as cots, beds, stretchers, or mattresses) and bedding is hygienically stored when not in use (HS11).

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	<ul style="list-style-type: none"> Tamariki shall have personal bed linen. If bed linen cannot be allocated to each tamaiti, it must be washed after each use. Mattresses must have a surface that is smooth, easily cleaned and impervious to moisture and does not present a suffocation hazard to tamariki. Spraying and wiping cots, beds and mattresses with a suitable cleaning agent is needed before storage. <p>General Clean – Trust Contract</p> <ul style="list-style-type: none"> Cleaners are employed by the Trust to clean our education services following a daily, weekly and termly task schedule as set by Tari Matua.
Standards	<p>Licensing Criteria for centre based ECE services:</p> <ul style="list-style-type: none"> HS1 HS1 Guidance HS2 HS3 HS11 HS16 HS26 HS30 <p>Nga Kupu Oranga, Healthy Messages A health and safety resource for early childhood services Cleaning and Disinfecting Guidelines for Early Childhood Education Services 2019 Section 9 Early Childhood Education and Care Centres</p>
Service Documents	<p>Annual Plan Workbook Child Accident, Illness and Infectious Diseases Policy First Aid and Spill Kit Contents Routine playground and environment checklist Kai policy Changing Children procedure Laundry Procedure (service) Sleep procedure (service) Care of Animals Policy Cleaning Contracts Cleaning schedules (for cleaners) Monthly Cleaning Checklist</p>
Policy Review	<p>Central Kids may amend and vary its policies from time to time at Central Kids discretion and employees are required to observe such policies.</p>