

Cleanliness and Sanitation

Policy: Proper sanitation and hygiene practices will be implemented to protect the health and safety of children and staff.

Procedure:

- Head Start staff will be responsible for general cleaning in their classroom and bathroom(s) daily and throughout the week. A standard cleaning checklist will be posted and used for guidance.
- At any site where people other than Head Start staff are responsible for cleaning, the Health Professional and Program Manager should be contacted if areas or rooms are not properly sanitized or cleaned.
- All bleach, cleaning supplies, and other hazardous objects will be stored away from food and in a locked cabinet out of reach of children.
- Cleaning agents will be kept in the original container.
- Solutions mixed by staff, such as those used sanitizing and disinfecting, must be clearly labeled with the name of the solution, date, and initials of the person who prepared it.
- Proper protocol for activities such as preparing food, sanitizing dishes and equipment and disinfecting toys and other objects, and hand washing will be clearly posted in each classroom.
- Diaper changing areas will be separate from areas used for food storage or preparation and eating. The procedure for changing a diaper will be posted in areas where this activity occurs.
- Tables and highchair trays will be sanitized before and after each meal.
- Trash containers will be lined with a plastic bag and stored in a way not allowing for easy child access when not in use. All garbage cans will be emptied daily.
- Toys that are dirty or have been mouthed will be disinfected daily. Other toys will be cleaned weekly.
- Toothbrush holders will be cleaned and sanitized at least monthly, or more often as needed.
- Staff will teach children about hygiene such as hand washing and limiting the spread of germs.
- All staff will receive training about Bloodborne Pathogen during orientation and annually thereafter and follow guidelines put forth by the Occupational Safety Health Administration.
- Classrooms will be free of pesticides. If any treatment of a facility is needed, the owner will be contacted to do so when children are not present. Children will not be allowed to return until it is safe to do so.

This policy complies with Head Start Performance Standard 45CFR Section 1304.22.

Approved by Policy Council on 3-22-2005

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