ROBE CHILD CARE ON WHEELS SERVICE

INDOOR CLEANING PROCEDURE

Responsible Officer:	*Manager Childcare Services*
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Relevant Regulations:	EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS 77 Health, hygiene and safe food practices 88 Infectious diseases 103 Premises, furniture and equipment to be safe, clean and in good repair 105 Furniture, materials and equipment 106 Laundry and hygiene facilities 109 Toilet and hygiene facilities 112 Nappy change facilities
National Quality Standards (NQS):	QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY 2.1.1 Wellbeing and comfort - Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation. 2.1.2 Health practices and procedures - Effective illness and injury management and hygiene practices are promoted and implemented. QUALITY AREA 3: PHYSICAL ENVIRONMENT 3.1.2 Upkeep - Premises, furniture and equipment are safe, clean and well maintained

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Our Service is committed to minimising potential biological hazards and the spread of infectious diseases by implementing recommendations stated in Staying healthy: Preventing infectious diseases in early childhood education and care services (6th Ed.). The management of blood, vomit, faeces, urine and other body fluid spills is addressed separately in the *Managing Spills of Blood and Body Fluids Procedure*.

Working in conjunction with the *Health and Safety Policy and Physical Environment Policy*, this procedure provides detailed steps for educators to follow when cleaning indoor learning environments to provide a clean, safe and hygienic place for all children and adults.

Related Policies: *Health and Safety Policy* and *Physical Environment Policy*

INDOOR CLEANING PROCEDURE		
The approved provider will:		
1	in conjunction with the nominated supervisor and educators, review and update the Service's *Health and Safety Policy* and *Physical Environment Policy* annually to ensure awareness of appropriate cleaning practices	
2	complete a *Clean, Maintenance and Risk Audit Report and Procedure* every 6 months to ensure regular cleaning of the learning environment has been completed to a high standard	
3	complete the *Effective Hygiene Audit* every 6 months for frequently touched areas, such as door handles, iPads, laptops and kitchenette areas	
4	ensure suitable personal protective equipment (PPE) is available, maintained and readily accessible where required and that stock levels are regularly monitored	
5	provide support for educators to implement infection prevention and control measures with information, instruction, training and supervision appropriate to the hazards they may encounter in their role	
Educators will:		
6	ensure necessary personal protective equipment (PPE) and resources are available before beginning cleaning activities: • gloves • paper towel • cleaning solution (detergent and warm water) • broom, mop, mop bucket and use them in accordance with this procedure	

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7	ensure, after use, that reusable cleaning equipment, including mops, buckets, cloths and cleaning tools, are cleaned, dried and stored in a manner that prevents contamination and cross-contamination	
8	use colour-coded cleaning equipment to minimise cross-contamination between areas (e.g. bathrooms, kitchenettes and general learning environments). For example, bathroom is blue, kitchen is green, general is green and yellow is for infectious substances.	
9	wash and dry hands before using disposable gloves to clean the indoor environment	
10	prepare cleaning solution in accordance with the manufacturer's instructions and the relevant Safety Data Sheets (SDSs)	
11	clean surfaces and areas with prepared cleaning solution and paper towel or cleaning cloth as per *Indoor Cleaning Checklist* • tables after each mealtime • high chairs and chairs after each mealtime • doors, door handles and light switches • kitchenette areas • cots at the end of the day • benchtops	
12	ensure floors within the learning environment, bathroom and kitchen areas are checked, swept and mopped after lunch and at the end of the day, with any spills, contamination or visibly dirty areas are cleaned as required	
13	vacuum carpets, rugs and mats at the end of the day, and steam clean at least every 6 months	
14	ensure all toys and equipment used during the week are cleaned weekly and that the *Toy and Equipment Register* is completed. Where appropriate, cleaned toys and equipment may also be dried in direct sunlight as an additional measure.	
15	ensure toys that have been mouthed are wiped over with paper towel and hot soapy water daily	
16	ensure cushion covers are changed and washed regularly and whenever they are soiled with body fluids or become visibly dirty	
17	ensure dress-up clothes are washed at least weekly in hot water and detergent. Additional washing may be required if clothes are visibly dirty or during an outbreak, in which case they should be laundered as soon as possible	
18	wipe over cots at the end of the day with paper towel and cleaning solution	

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19	empty rubbish bins after lunch and at the end of the day	
20	wipe over frequently touched areas, including iPads, cameras and laptops, with cleaning solution or sanitiser	
21	ensure the kitchenette areas are kept clean and tidy • plates, cups and utensils stored away • benches wiped over • sink area wiped over • floor swept and mopped at the end of the day • fridge checked for out-of-date items • microwave wiped over with cleaning solution	
22	check PPE, soap dispensers, paper towel, tissues, gloves and hand sanitiser and refill supplies if necessary	
23	ensure cot and bed sheets are washed each week or between children's use	
24	support natural ventilation where reasonably practicable by opening windows	
25	complete the *Indoor Cleaning Checklist* as activities are completed, ensuring all required cleaning tasks occur each day	
26	ensure bathroom and kitchen areas are cleaned as per the *Bathroom and Nappy Change Cleaning Checklist* and *Kitchen Cleaning Checklist*	

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