|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Task**  | **SANITIZE****(strike spray)** | **DISINFECT****(Dettol spray/wipe)** | **Daily** | **Weekly** | **Before and after use** | **Comments** |
| **PLAYROOM** |  |  |  |  |  |  |
| Switches, tables, worktop,phones, laptop, handles, sink, toilet, desk, surfaces**CLEANER** |  | x | x |  |  | At the end of the day |
| Mouthed toys | x |  |  |  | x | Remove from use after been in contact with mouth and cleaned the disinfected |
| Hats and helmets | x |  |  |  | x | After each child’s use |
| Pre School toys and resources- all plastic and wooden shared.(72hrs quarantined between user groups) | x |  | x |  |  | All resources at the end of the session |
| Bins - **CLEANER** |  | x | x |  |  |  |
| Rugs - **CLEANER** |  | x | x |  |  | Vacuumed daily and then sprayed with zoflora (air dry) |
| Hard floor - **CLEANER** | x |  | x |  |  | Sweep then sanitize |
| Rug or floor with bodily fluid |  | x | x |  |  | Children removed and cleaned with **EPA** product |
| **TOILETS**  |  |  |  |  |  |  |
| Sinks, toilets, floor, handles, bin |  | x | x |  |  | Clean immediately if visibly soiled |
| Changing mat and potty |  | x |  |  | x | Clean after use |
| **Kitchen and food** |  |  |  |  |  |  |
| fridge | x |  |  | x |  |  |
| Cutlery,dinnerware | x |  |  |  | x | After each use, staff only. |
| Kitchen counter, chopping boards, pans, plates, tables, sink, trays, drink bowls | x |  |  |  | x | after each use |
| Kitchen floor, handles, doors, taps, handles - **CLEANER** | x |  | x |  |  | Swept, cleaned and sanitized |
| Mops - **CLEANER** |  | x | x |  |  | Cleaned, rinsed and disinfected, left to air dry |
| Staff and childrens lunchboxes |  | x | x |  |  | Beginning of session daily |
| Sand tray and toys |  | x | x |  |  | End of day milton |
| Water tray and toys |  | x | x |  |  | End of every session emptied |
| Playdough trolley |  | x | x |  |  | Resources disinfected and dough thrown daily |

**3 step method used is wash, rinse then sanitize or disinfectant**

Sanitizer is used to reduce germs but doesn’t totally get rid of them, reduces to a safe level

Disinfecting is used to destroy and prevent from growing.

\*At times it may be necessary to clean more regularly – see suspected case of coronavirus for more info

Signed by staff to understanding and agree to above schedule updated 31/8/2020