

Laundry Protocol

Head Start Performance Standards

§ 1302.47 (b) (2) (i)

Policy

The Child Development Centers recognize the importance of keeping linen clean and available for use in the classroom to help prevent infection and promote cleanliness in the early childhood setting. Where available, on-site laundry facilities are to be used by staff for program purposes only. If there are no on-site laundry facilities, the Program Area Supervisor will develop a plan for laundry for the site.

Parents will be asked to bring an extra change of clothing for their children in case of an accident. A laundry service is provided for all Duration sites for the 2024-2025 school year. Each classroom has 18 cots and 40 Sheets. The laundry company that we have chosen to work with is Laundry Care LLC and our laundry consultant is Sandra Mallory. Sandra will pick up dirty laundry and drop off clean laundry weekly on a set rotation schedule.

Procedure

- If the center has laundry facilities on site, staff must create and post a weekly laundry schedule near the washer and dryer and in each classroom. If there are no on-site laundry facilities, the Program Area Supervisor must develop a laundry plan. Personal items belonging to children can be sent home for parents to launder. Head Start items must be removed from the classroom or put in a designated area until they are laundered.
- Water temperatures and detergent/disinfectants must meet Health Department guidelines.
- Mat and crib sheets/blankets will be laundered at least weekly, or as needed for spit-ups and soiling and upon change of occupant. Crib and mat sheets will be washed and dried separately from bibs, burp cloths, wash cloths, etc.
- Soiled laundry will be isolated from other laundry, either in plastic bags or waterproof containers, and washed separately.
- Staff will not wash children's diapers, plastic pants, or wraps. These personal items will be sealed in plastic bag for the parent to take home. Personal blankets brought from home will also be sent home weekly or as needed to be laundered.
- Laundry that is contaminated with blood or other potentially infectious materials will be handled as little as possible, placed/transported in a clearly labeled plastic bag or container, and washed separately. Staff will wear protective gloves when handling contaminated laundry. Children's personal items will be placed in labeled plastic bags with secure ties and picked up by parents.
- Laundry will be **folded** in areas other than where food is stored or prepared.
- Laundry will be **stored** in areas other than where food is stored or prepared.

**Community Action Head Start
Washington County, Oregon**

Laundry Service for Duration Program

Each Wednesday at the end of the day, all dirty sheets must be taken off the cots. This task needs to be assigned to one point-person so that we can ensure that this task is being done weekly.

All dirty laundry will be picked up by Sandra Mallory a Laundry Care representative each Thursday. Please have laundry ready to go in the proper location by 10:00 am on Thursday. (See PAS for site specific information on laundry location)

Each classroom will have one bag labeled with their site name on it. Bags should not be overflowing with sheets. Bags must be able to be cinched closed to allow for easy transport. Items such as classroom rags, heavy fleece blanket, pillows, dress up clothing, any type of classroom cloth provocation are not to be included in the bag. If these items need to be washed, please contact your PAS for further instruction.

Sanitation Requirements

According to licensing standards, cribs, mats, and cots shall be sanitized with a sanitizing solution at least once a week, upon a change of occupant or when soiled. If visibly soiled, items must be cleaned prior to sanitizing.

Weekly Cleaning:

Every Wednesday cots need to be sprayed with the Arsenal 25 Sanitizer and left to dry overnight.

Soiled Cots and Sheets:

If you have a cot sheet that has been exposed to bodily fluids, please put this into a plastic garbage bag and then put that bag into the provided laundry bag with the other sheets.

If the cot has been exposed to any type of bodily fluid the cot needs to be cleaned with Re-juvinal Disinfectant and left to dry.

If the flooring, rug or carpet in the classroom has been exposed to bodily fluids please contact your school's maintenance person for further cleaning instructions.

Laundry Soap:

Our sheets will be washed in Free and Clear laundry detergent and ingredients are available upon request. Soiled sheets are washed separately. If you have a child who has a specific allergy to any type of laundry detergent, please let your PAS know immediately.

Prepping Clean Sheets

Clean sheets will be put onto the cots on Thursday morning before children arrive for the day.

Proper Storage

According to licensing standards, all clean linen shall be stored in a sanitary manner. Soiled and or clean sheets shall always be inaccessible to children and should not be in or around food prep areas or areas within reach of children.

Each classroom will have a specific place in their classroom to store clean and dirty sheets that is labeled Laundry.

Clean sheets that are returned in plastic bags should not be stored within reach of children and must be put away immediately.

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Scheduling of Laundry Service

The clean laundry will be dropped off each Monday.

All laundry will be returned folded and placed into a plastic bag with a laundry tag on it.

If a holiday falls on a Monday, clean sheets will automatically be dropped off on Tuesday. If there are snow days or changes to the calendar the laundry consultant will communicate with your PAS and we will communicate those changes with classroom staff.

Please connect with your PAS for site specific information.