

Sanitation

Head Start Performance Standards

§ 1304.22 (e) (4) (5)

§ 1304.53 (b) (2)

§ 1302.47 (b)(1) (iii)(iv)

Policy

Head Start understands the importance of routine and frequent cleaning and sanitation to reduce the spread of illness and disease in its centers and classrooms. All Head Start facilities, toys, equipment and furniture are maintained in a clean and sanitary condition.

Furniture and equipment that becomes soiled or is not in good repair will be removed from the children's area, cleaned and sanitized and/or repaired before being returned to the classroom. Items contaminated by bodily fluids (saliva, mucus, vomit, urine, stool or blood) are removed immediately until they can be cleaned with detergent and disinfected effectively. The frequency of cleaning and sanitizing will be increased beyond what is routine for each site whenever there are outbreaks of illness, when there is known contamination or visible soil or when recommended by health department to control certain infectious diseases.

In addition, appropriate cleaning and sanitizing helps with managing pests and eliminating pest-conducive environments. Community Action Head Start uses an Integrated Pest Management approach when managing pests. For more information, refer to the **Integrated Pest Management Policy and Procedure**.

Cleaning and Sanitizing Products

Every Head Start center and classroom is required to have cleaning and sanitizing supplies on site. Classroom staff can request the following products and supplies from the Central Kitchen by completing a janitorial order form.

- Approved disinfectant
- No-Rinse Sanitizer for food contact surfaces and toys

Head Start Approved Products

No-Rinse Sanitizer for Food Contact Surfaces and Toys

For daily use on non-porous tables and countertops where food is prepared and served.

Disinfectant (Germicidal Cleaner)

For weekly use on non-porous hard, washable surfaces in bathrooms, diapering areas, hand washing sinks, floors, chairs, doorknobs and cabinet handles, where disinfecting is necessary to eliminate infections agents. It is also used to disinfect countertops, tables and hard non-porous toys that have been contaminated by blood or bodily fluids.

Note: Disinfectant does not need to be mixed fresh daily because it does not lose strength. Central Kitchen tests disinfectant strength before delivery to sites.

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Storage

All solutions must be stored in spray bottles clearly labeled with the solution contents.

When not in use, all cleaning materials and sanitizers must be stored in a locked cabinet that is inaccessible to children and separate from toothbrushing items, food service equipment and supplies. Cleaning supplies will be kept in their original containers or clearly labeled.

Sanitizing Food Contact Surfaces

Classroom teaching staff and food service/kitchen employees share responsibility for food safety and sanitation. Classroom teachers are responsible for ensuring that food safety and sanitation policies are adhered to before and after contact with any food activity. Head Start classrooms are monitored for compliance with these policies during Child and Adult Care Food Program (CACFP) monitoring visits three times per year.

Wash hands appropriately and follow good hygiene practices. For more information, see the **Handwashing Policy and Procedure**.

- Before sanitizing, wipe down tables with soap and water to remove food particles and soil and then rinse with clean water.
- Sanitize food contact surfaces (tables, countertops, and cutting boards) before and after use with approved sanitizer. Spray the entire surface liberally with sanitizer and allow the surface to remain wet for a minimum of *one minute* for sanitizer before drying with disposable paper towels or allowing to air dry. Contact surfaces do not have to be rinsed after sanitizing.
- Do not use sponges to clean or sanitize food contact surfaces because they harbor bacteria.
- Keep all non-food items, including classroom cleaning products, in a locked cabinet not accessible to children and separate from food and medication.
- For classrooms receiving vended meals, the Head Start teacher is responsible for taking and recording food temperature of potentially hazardous foods at the time of meal pick-up and again at meal service. For center-based classrooms, food service assistants will be responsible for taking and recording food temperature. All food temperatures will be taken with a metal probe thermometer.
 - Probe thermometers will be calibrated weekly by kitchen staff (at centers) and classroom aides (at public school locations).
- Refrigeration facilities must be adequate for cold and frozen foods. Food requiring refrigeration must be maintained at 40 degrees or less. Record the refrigerator temperatures once weekly if only snacks are stored and daily if meals are stored. Complete the Refrigerator Temperature Log and submit it monthly to the Food Service Supervisor.
- Discard all leftover food from meals and snacks.
- All staff and people preparing and serving food for Head Start meals and snacks must have a current Health Department Food Handler's Certificate. Staff providing direct food services must adhere to specific regulations specified by the Oregon Department of Early Learning and Care and the Washington County Health Department.

Cleaning and Sanitizing Toys

- Remove soiled toys from play until they can be cleaned later in the day.
- Remove all broken or unsafe toys from the children's play area and place them out of reach immediately.
- Each day, wash and sanitize all toys that are visibly soiled.

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- Outdoor toys should be sanitized weekly.
- Any hard, non-porous washable toys/objects that children have placed in their mouths, or that have been contaminated by bodily fluids, must be removed from the classroom immediately and placed out of reach of children.
- Place smaller toys and objects in a tub or container labeled “**Toys Needing Sanitation**” that is also kept out of children’s reach.

To wash and sanitize toys:

1. Put on gloves to protect your hands.
2. Fill the toy washing bin with warm water and detergent.
3. Wash the toy(s) in the toy washing bin and rinse with clean water.
4. Use a table or approved counterspace to lay toy(s) out.
5. Sanitize the toy(s) by spraying the surface with approved sanitizer solution; allow to air dry.
 - If you use a disinfectant spray, allow the solution to remain in contact with the toy for *ten minutes* and then rinse it with clean water.
6. *Water tables* are cleaned and sanitized at the end of each day of use.
 - Empty the water table.
 - *Note: Do not use disinfectant to sanitize water tables: it is too difficult to rinse off thoroughly.*
 - Allow the table to air dry overnight with no cover, or wipe it dry after the sanitizer has been in contact with the surface for two minutes. After the table is dry, cover it until the next use.
 - When the water table is in use, there is no need to add anything to the water to keep bacteria levels down. This is why the table is drained each day.
 - If the table contained anything other than water, it must be emptied by the end of the week and then sanitize it by spraying with the approved sanitizer solution.

Reusable Water Bottles

- Must be labeled with child’s name
- Must be sanitized before and after each use
- Must be replaced when waterspout is worn

Bloodborne Pathogens

All staff must follow Bloodborne Pathogen Universal Precautions procedures whenever there is a risk of exposure to any bodily fluids (including blood, feces, urine, vomit, saliva and mucus). It is essential that staff remember to wear exam gloves before beginning any clean-up. Gloves must be readily available in classrooms and buses, in first aid kits and located near biohazard clean-up kits. The classroom staff will ensure that classrooms maintain a supply of biohazard clean-up kits, exam gloves and other supplies as required. Supplies can be requested from Health Services via the **Health Supply Order** form. Staff should be prepared to clean fluids and spills immediately, following the directions on the outside of the kit. A copy of the Community Action Bloodborne Pathogen Exposure Control Plan will be maintained with the SDS on the intranet for staff to access during their work shifts.

In cases when cleanup involves blood and/or bodily fluids, staff must complete the Bloodborne Pathogen Universal Precaution procedures and then disinfect the affected surface. Spray *disinfectant* on the surface, allow it to remain wet for *ten minutes*, and then wipe it and allow it to air dry.

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Daily Cleaning and Sanitation List

- Wash and sanitize all soiled toys.
- Wash and sanitize all food contact surfaces before and after each meal/snack.
- Wash and sanitize reusable water bottles before and after each use.
- Empty, clean and disinfected diaper/pull-up disposal container daily or more often as needed.

Weekly Cleaning and Sanitation List

- Clean and sanitize all non-porous, hard, washable *toys*.
- Clean bike helmets by using a wet cloth (with water only) to wipe inside, outside and along the straps of helmets. Avoid sanitizers: they may cause the helmet materials to deteriorate over time.
- Sanitize *cribs, mats and cots* weekly or as needed when soiled and upon change of occupant. Clean with detergent and water if visibly soiled before sanitizing.
- Launder *bedding* weekly or as needed if soiled or upon change of occupant. Send children's personal blankets home to be laundered weekly or as needed. (See **Laundry Policy and Procedure**.)
- Monitor *dress-up clothes, cloth toys, hats, blankets, pillows and sofas* to ensure that they are in good repair. Check for anything that needs to be laundered, dry-cleaned or removed permanently from the site.

Water Supply and Lead Testing

- The program's drinking water supply must be from an approved drinking water source within the building location which has been tested for lead.
- Drinking fountains are not permitted for use in our Head Start sites. Covers must be placed over the fountains to keep children from putting their mouths on them. After initial testing, a center will regularly test all approved drinking water sources for lead. There must be no more than 15 parts per billion (ppb) of lead.
- Staff will fill water pitchers in the morning from the approved water drinking sources within their building locations and take them to the classrooms. Staff may need to refill pitchers for the afternoon depending upon morning water consumption, however, water must always be available for all children.
- All testing must be performed by a laboratory accredited by the Oregon Laboratory Accreditation Program according to standards set under OAR chapter 333, division 64 in effect as of September 30, 2018. All sample collection and testing must be in accordance with the EPA's 3Ts for Reducing Lead in Drinking Water in Schools and Child Care Facilities, Revised Manual from October 2018, adopted by reference.
- Lead test results and letter from licensing regarding lead test results must be posted on family board.