



Cleaning Procedures for staff

Morning set up

- Open windows and doors to ensure maximum ventilation within reason, we don't want children and staff to feel uncomfortably cold. The doors being open for indoor/ outdoor play should provide adequate ventilation.
- Wipe all contact points including door handles, switches, door frames, push buttons, desks, chairs, taps with disinfectant spray at least three times daily.
- Make sure bins are emptied, bagged and lined
- Check soap/paper towel, toilet tissue dispensers are filled in rooms, toilets and kitchen
- Have ready an extra supply in case they run out (make sure all staff know where it is) Orders to be put in requisition book before they run out.
- Check tissues and gloves are available both inside and out (lined bin outdoors for tissue waste)
- PPE is available in toilets, kitchen, rooms and garden (gloves & aprons)
- Changing unit - nappy sacks, baby wipes, gloves, aprons, deep clean spray, tissues
- Changing record sheet, toilet cleaning record sheet, nappy changing procedures sheet
- Toilets, sinks, taps in the toilets must be cleaned every hour.
- No clutter on surfaces as they must be easily wiped
- Food preparation done by allocated snack person.
- Accident/ incident forms available.

During the session

- All contact points to be cleaned with disinfectant at least 3 times daily. This should be recorded on cleaning sheet
- Toilets should be cleaned every hour to ensure good hygiene practice is being followed.
- Resources should be cleaned regularly
- Regular hand washing following NHS hand-washing guidelines

End of day

- Clean resources that require it.
- Wipe contact points e.g. door handles, switches, door frames with disinfectant spray
- Tidy away all resources and equipment outside
- No clutter on surfaces as they must be easily wiped
- Close windows - last job of the day.



Reviewed on 21/9/22