

# BEACONSFIELD KINDERGARTEN INC.

## HYGIENE POLICY

Best Practice – Quality Area 2

### PURPOSE

This policy will provide guidelines for procedures to be implemented at Beaconsfield Kindergarten to ensure:

- effective and up-to-date control of the spread of infection
- the provision of an environment that is safe, clean and hygienic.

### POLICY STATEMENT

#### VALUES

Beaconsfield Kindergarten Inc. is committed to protecting all persons from disease and illness by minimising the potential for infection through:

- implementing and following effective hygiene practices that reflect advice from recognised health authorities
- implementing infection control procedures to minimise the likelihood of cross-infection and the spread of infectious diseases and illnesses to children, staff and any other persons in attendance at the service
- fulfilling the service’s duty of care requirement under the *Occupational Health and Safety Act 2004*, the *Education and Care Services National Law Act 2010* and the *Education and Care Services National Regulations 2011* to ensure that those involved with the service are protected from harm
- informing educators, staff, volunteers, children and families about the importance of adhering to the *Hygiene Policy* to maintain a safe environment for all users, and communicating the shared responsibility between all involved in the operation of the service.

#### SCOPE

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Person in Day to Day Charge, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Beaconsfield Kindergarten Inc., including during excursions and offsite activities.

<b>RESPONSIBILITIES</b>	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
	R indicates legislation requirement, and should not be deleted				

Ensuring that all staff and volunteers are provided with a copy of this policy and have a clear understanding of the procedures and practices outlined within	R	√	√		
Ensuring the nominated supervisor, early childhood teachers, educators, staff and volunteers at the service implement adequate health and hygiene practices, and safe practices for handling, preparing and storing food ( <i>Regulation 77(1)</i> )	R				
Establishing robust induction procedures that include the provision of information regarding the implementation of the practices outlined in this policy ( <i>National Law: Section 167, Regulation 77</i> )	R	√			
Developing an appropriate cleaning and sanitising schedule that outlines daily, weekly, monthly, quarterly and annual cleaning and sanitising requirements and responsibilities ( <i>National Law: Section 167, Regulation 77</i> )	R	√	√		
Arranging for the service to be cleaned and sanitised regularly, including floors and other surfaces, as per the cleaning contract and schedule ( <i>National Law: Section 167, Regulation 77</i> )	R	√			
Reviewing the cleaner's contract and schedule on an annual basis	√	√			
Contacting the local council's Environmental Health Officer for information about obtaining a needle/syringe/sharps disposal unit and instructions for its use	R	√			
Ensuring the service has laundry facilities or access to laundry facilities, or other arrangements for dealing with soiled clothing, nappies and linen, including hygienic facilities for storage prior to their disposal or laundering ( <i>Regulation 106(1)</i> )	R	√			
Ensuring that the laundry and hygiene facilities are located and maintained in a way that does not pose a risk to children ( <i>Regulation 106(2)</i> )	R	√	√		√
Ensuring that there are adequate and appropriate hygiene facilities provided for nappy changing which are designed, located and maintained in such a way that prevents unsupervised access by children ( <i>Regulations 112(2)&amp;(4)</i> )	R	√			
Ensuring that adequate, developmental and age-appropriate toilet, hand washing, and hand drying facilities are provided for use by children, and that these are safe and accessible ( <i>Regulation 109</i> )	R	√			
Reviewing staff training needs in relation to understanding and implementing effective include hygiene practices in relation to hand washing, toileting, nappy changing and cleaning of equipment	√	√			
Providing a copy of the NHMRC guidelines for the prevention of infectious diseases in childcare for the service ( <i>refer to Sources</i> )	√	√	√		
Providing hand washing guidelines for display at each hand washing location ( <i>refer to Procedures</i> )	√	√	√	√	√
Ensuring there is an adequate supply of non-toxic cleaning and hygiene products, including gloves, at all times	√	√			
Developing effective hygienic systems for cleaning, such as using colour-coded cloths or paper towel in each area	√	√	√		
Ensuring cloths are cleaned, rinsed and stored separately, and replaced regularly	√	√	√		√

Maintaining the service in a clean and hygienic manner throughout the day, such as wiping benches and tables before and after eating, and cleaning up spills	√	√	√		√
Ensuring that an inspection of the outdoor areas, in particular the sand and soft-fall areas, are conducted daily to ensure they are maintained in a safe and hygienic manner	√	√	√		√
Informing the approved provider of any issues that impact on the implementation of this policy		√	√		√
Actively encouraging parents/guardians to keep children who are unwell at home to prevent the spread of infection to other children and educators	√	√	√	√	√
Informing the service if their child has an infectious disease				√	
Storing or presenting items, such as beds, bedding and sunhats, in such a way as to prevent cross-contamination	√	√	√		√
Ensuring that there is a regular and thorough cleaning and disinfecting schedule for all equipment and toys	√	√	√		√
Ensuring any chemicals and cleaning agents are non-toxic and stored out of reach of children	√	√	√		√
Ensuring that all educators/staff wear disposable gloves when changing nappies or dealing with open wounds or other body fluids, and dispose of those gloves and soiled materials in a sealed container or plastic bag	√	√	√		√
Actively encouraging educators and staff who have or are suspected of having an infectious disease to not attend the service in order to prevent the spread of infection to others attending the service.	√	√	√		√
<b>In relation to changing nappies for children:</b>					
Attending to the individual personal hygiene needs of each child as soon as is practicable		√	√		√
Changing nappies and attending to individual personal hygiene and toileting needs of each child according to recommended procedures ( <i>refer to Attachment 1</i> )		√	√		√
Disposing of soiled nappies in a safe and hygienic manner in line with this policy.		√	√		√
Ensuring that current nappy-changing procedures are displayed in toilet and nappy-changing areas ( <i>refer to Procedures</i> )	√	√			
<b>In relation to the toileting of children:</b>					
Ensuring soap and drying facilities are available at all times when children are in attendance at the service, providing an alternative if hand-dryers are not working/available.	√	√	√		√
Ensuring children do not share the use of items related to personal care, such as hand towels for drying hands	√	√	√		√
Encouraging children to flush the toilet after use		√	√		√
Ensuring that information about correct hand-washing procedures is displayed in relevant areas of the service ( <i>refer to Attachment 2</i> ), including visual aids for children	√	√			

Encouraging and assisting (where required) children to wash their hands according to hand washing guidelines ( <i>refer to Procedures</i> ) after toileting		√	√		√
Encouraging children to tell a staff member if they have had a toileting accident		√	√		√
Monitoring and maintaining toileting facilities in a safe, clean and hygienic manner while children are in attendance; this requires periodic checking of the bathroom area		√	√		√
Respecting diverse styles of toileting children due to cultural or religious practices		√	√		√
Respecting the possible need to maintain privacy of toileting and dressing		√	√		√
<b>In relation to cleaning toys, clothing and the service in general:</b>					
Removing equipment/resources that a child has sneezed or coughed on (place in a designated 'equipment-to-be-cleaned' area)		√	√		√
Considering whether gloves are required when cleaning (general purpose gloves are sufficient; wash and hang outside to dry when finished)		√	√		√
Washing mouthed toys daily using warm water and detergent and, if possible, drying in the sun		√	√		√
Wiping over books with a moist cloth treated with detergent		√	√		√
Ensuring washable toys and equipment are cleaned at the end of each rotation		√	√		√
Ensuring sensory items are replaced regularly, and as soon as possible after notification of an infectious disease					
Washing and disinfecting mattress covers and linen, where applicable		√	√		√
<b>In relation to children's contact with one another:</b>					
Educating and encouraging children in good personal hygiene practices, such as: <ul style="list-style-type: none"> <li>washing their hands after blowing and wiping their nose</li> <li>not touching one another when they are cut or bleeding</li> <li>disposing of used tissues promptly and appropriately, and not lending them to other children</li> <li>using their own equipment for personal care, such as toothbrushes, hats, brushes and combs</li> <li>only touching food they are going to eat</li> <li>using their own drink bottles or cups.</li> </ul>		√	√		√
<b>In relation to indoor and outdoor environments:</b>					
Keeping the indoor and outdoor environments as clean and hygienic as possible at all times, including the safe disposal of discarded needles/syringes/sharps		√	√		√
Promptly removing blood, urine and faeces (including animal) either indoors or outdoors, using the appropriate cleaning procedures		√	√		√
Covering the sandpit when not in use to prevent contamination		√	√		√
Emptying water containers, such as water trays, each day (refer to Water Safety Policy)		√	√		√

Disposing of any dead animals/insects found on the premises in an appropriate manner.		√	√		√
<b>In relation to the safe handling of body fluids or materials in contact with body fluids:</b>					
Avoid direct contact with blood or other fluids		√	√		√
Not be at eye level when cleaning/treating a child's face that has blood on it, as a child's blood can enter the mouth/nose of a staff member when a child cries or coughs		√	√		√
Wear gloves wherever possible		√	√		√
Cover any cuts/abrasions on their own hands with a waterproof dressing.		√	√		√
<b>In relation to effective environmental cleaning:</b>					
Clean with detergent and warm water followed by rinsing and drying to remove the bulk of infectious organisms from a surface. Particular attention should be paid to the following: <ul style="list-style-type: none"> <li>• toilets/sinks must be cleaned daily, and separate cleaning cloths/sponges must be used for each task</li> <li>• mouthed toys must be washed immediately or placed in a separate container for washing at a later time</li> <li>• all bench tops and floors must be washed regularly</li> <li>• nappy change areas/mats must be washed with detergent and warm water after each use</li> <li>• high-touch areas, such as light switches, table tops, desks and chairs, should be disinfected daily if there is an outbreak of a communicable disease</li> </ul>		√	√		√

## BACKGROUND AND LEGISLATION

### Background

Infections are common in children and often lead to illness. A person with an infection may or may not show signs of illness and, in many instances, the infectious phase of the illness may be in the period before symptoms become apparent, or during the recovery phase. While it is not possible to prevent all infections in education and care environments, services can prevent or control the spread of many infectious diseases by adopting simple hygiene practices.

An infection can be spread when an infected person attends the service premises and contamination occurs. A service can contribute to the spread of an infection through poor hygiene practices that allow infectious organisms to survive or thrive in the service environment.

The implementation of appropriate hygiene and infection control procedures aims to break the cycle and prevent the spread of infections at every stage. The National Health and Medical Research Council (NHMRC) suggests that to reduce illness in education and care services, the three most effective methods of infection control are:

- effective hand washing
- exclusion of sick children, staff and visitors
- immunisation.

Other strategies to prevent infection include:

- cough etiquette
- appropriate use of gloves
- effective cleaning of the service environment.

The NHMRC suggests that if these strategies are not implemented, all other procedures described in the service's *Hygiene Policy* will have reduced effectiveness in preventing the spread of infection and illness.

### Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*: Regulations 77, 106, 109, 112, 168
- *Food Act 1990*
- *National Quality Standard*, Quality Area 2: Children's Health and Safety
- *Occupational Health and Safety Act 2004*
- *Public Health and Wellbeing Act 2008*

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation: <https://www.legislation.gov.au/>

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## DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

**Cleaning:** A process that removes visible contamination such as food waste, dirt and grease from a surface. This process is usually achieved by the use of water and detergent. During this process, micro-organisms will be removed but not destroyed.

**Communicable disease:** A disease capable of being transmitted from an infected person or species to a susceptible host, either directly or indirectly.

**Cough etiquette:** The correct way to prevent the spread of infectious organisms that are carried in droplets of saliva is to cough or sneeze into the inner elbow or to use a tissue to cover the mouth and nose. Place all tissues in the rubbish bin immediately and clean hands with either soap and water or a disinfectant hand rub.

**Hygiene:** The principle of maintaining health and the practices put in place to achieve this.

**Infectious disease:** A disease that can be spread, for example, by air, water or interpersonal contact. An infectious disease is designated under Victorian Law or by a health authority (however described) as a disease that would require the infected person to be excluded from an education and care service (refer to *Dealing with Infectious Diseases Policy*).

**Neutral detergent:** A cleaning agent available commercially and labelled as 'neutral' or 'neutral pH'.

**Sanitising:** A process that destroys micro-organisms. Sanitising a surface can reduce the number of micro-organisms present. The process of sanitisation usually involves ensuring a surface is thoroughly cleaned with both heat and water, followed by the use of chemicals.

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## SOURCES AND RELATED POLICIES

### Sources

- Department of Health, Victoria, Food Safety: <http://www.health.vic.gov.au/foodsafety/>
- Department of Health, Diseases information and advice, A-Z list of blue book diseases: <https://www.health.vic.gov.au/infectious-diseases/disease-information-and-advice>

- Department of Health: <https://www.health.vic.gov.au/public-health/infectious-diseases>
- National Health and Medical Research Council (2013) *Staying Healthy: Preventing infectious diseases in early childhood education and care services* (5<sup>th</sup> edition):  
<https://www.nhmrc.gov.au/about-us/publications/staying-healthy-preventing-infectious-diseases-early-childhood-education-and-care-services>

### **Service policies**

- *Administration of First Aid Policy*
  - *Administration of Medication Policy*
  - *Child Safe Environment Policy*
  - *Dealing with Infectious Diseases Policy*
  - *Dealing with Medical Conditions Policy*
  - *Incident, Injury, Trauma and Illness Policy*
  - *Occupational Health and Safety Policy*
  - *Privacy and Confidentiality Policy*
  - *COVIDSafe Plan / Risk Assessment*
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### **EVALUATION**

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy and ensure satisfactory resolutions have been achieved
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures, unless a lesser period is necessary due to risk ([Regulation 172 \(2\)](#)).

### **ATTACHMENTS**

- Attachment 1: Nappy change procedure
- Attachment 2: Handwashing guidelines
- Attachment 3: Cleaning schedule

### **AUTHORISATION**

This policy was adopted by the Approved Provider of Beaconsfield Kindergarten Inc. on 22 August 2017.

**REVIEW DATE:** 07/08/2023

**REVIEW FREQUENCY:** 2 Years

**NEXT REVIEW DUE:** August 2025

# Changing a nappy without spreading germs

STAYING HEALTHY | 5TH EDITION | 2013



## nappy change procedure

### Preparation

- 1 Wash your hands
- 2 Place paper on the change table
- 3 Put disposable gloves on both hands

### Changing

- 4 Remove the child's nappy and put any disposable nappy in a hands-free lidded bin  
Place any soiled clothes (including any cloth nappy) in a plastic bag
- 5 Clean the child's bottom
- 6 Remove the paper and put it in a hands-free lidded bin
- 7 Remove your gloves and put them in the bin
- 8 Place a clean nappy on the child
- 9 Dress the child
- 10 Take the child away from the change table
- 11 Wash your hands and the child's hands

### Cleaning

- 12 After each nappy change, clean the change table with detergent and water, then rinse and dry
- 13 Wash your hands

NHMRC Ref. CH55h Printed June 2013



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**ATTACHMENT 2**  
**Handwashing guidelines**

# How to wash hands

STAYING HEALTHY | 5TH EDITION | 2013



A hand wash should take around 30 seconds.



1 Wet hands with running water (preferably warm, for comfort).



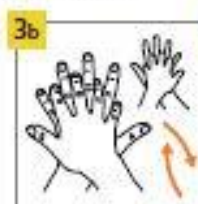
2 Apply soap to hands.



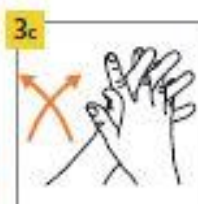
3 Lather soap and rub hands for at least 15 seconds, including:



3a palm to palm,



3b back of hands,



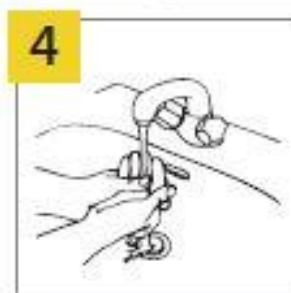
3c in between fingers and back of fingers,



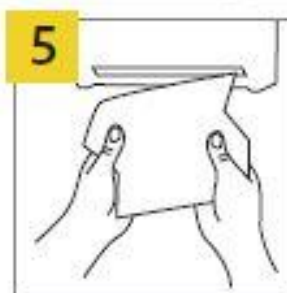
3d around thumbs and



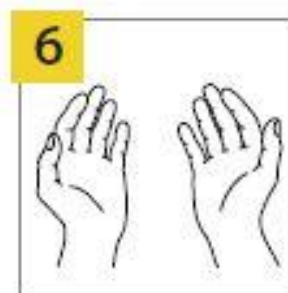
3e tips of fingers.



4 Rinse hands with water.



5 Dry hands thoroughly.



6 Your hands are clean.

THIS POSTER REFERENCES THE WORLD HEALTH ORGANIZATION'S 'HOW TO HANDWASH?' POSTER. NHMRC Ref. CH66g. Printed June 2013



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Please note that current guidelines recommend washing hands with soap and water for 20 seconds.

**ATTACHMENT 3**  
**Cleaning Schedule – O’Neil Rd**

<b>Area/Item to be cleaned</b>	<b>Equipment to be used</b>	<b>Cleaning Product</b>	<b>Frequency to be cleaned</b>	<b>Person Responsible</b>
<b><i>Toilet Area</i></b>				
Floor	Mop with hot water and floor cleaner	Floor cleaner (disinfectant)	As needed, minimum daily	Educators as necessary and cleaner after hours
Toilet	Toilet brush for cleaning inside of bowl with disinfectant. Wipe around the outside of the bowl, seat and flushing mechanism with paper towel and disinfectant	Bleach/ disinfectant	After each session	Educators as necessary and cleaner after hours
Wash hand basins	Paper towel with hot water and disinfectant	Bleach/ disinfectant	After each session	Educators as necessary and cleaner after hours
Nappy change area	Paper towel and disinfectant or disinfectant wipe/spray.	Bleach/ disinfectant	After each change	Educators
Walls	Cloth	Hot soapy water	Spot cleaning as required. Yearly complete clean	Staff/Working bee participants
Windows	Cloth	Window cleaner	Once per term	Cleaner
Bins	Paper towel using disinfectant	Bleach/ disinfectant	Daily	Cleaner
<b><i>Kitchen Area</i></b>				
Floor	Broom/vacuum and mop using hot water and floor cleaner.	Floor cleaner (disinfectant)	Daily	Cleaner
Bench Surfaces	Washable cloth or paper towel	Detergent/ disinfectant as required	Daily	Staff as necessary and cleaner after hours
Sink	Washable cloth or paper towel	Detergent/ disinfectant as required	Daily	Staff as necessary and cleaner after hours.
Fridge	Washable cloth or paper towel	Hot soapy water	Spot cleaned as required. Once per term complete clean	Staff
Microwave	Washable cloth or paper towel	Hot soapy water	Spot cleaned as required. Weekly complete clean	Staff

<b>Area/Item to be cleaned</b>	<b>Equipment to be used</b>	<b>Cleaning Product</b>	<b>Frequency to be cleaned</b>	<b>Person Responsible</b>
Oven	Washable cloth or paper towel	Oven cleaner	Twice a year or as required	Staff
Cupboards/shelves	Washable cloth or paper towel	Hot soapy water	Spot cleaned as required. Once a year complete clean.	Staff/working bee participants
Windows	Cloth	Window cleaner	Once per term	Cleaner
Walls	Washable cloth or paper towel	Hot soapy water	Yearly complete clean	Staff/working bee participants
<b>Activity Area/s</b>				
Carpeted area	Vacuum cleaner		Daily	Educators as required and cleaner after hours.  Twice a year or as required commercially cleaned.
Vinyl floor area	Broom/vacuum and mop. Mop with hot water and floor cleaner.	Floor cleaner (disinfectant)	Daily	Educators after meals and as required. Cleaner after hours. Yearly commercial clean.
Tables	Washable cloth or paper towel	Detergent/disinfectant as required	After meal times, at end of activities and as required	Educators
Walls	Cloths	Hot soapy water	Spot cleaned as required and yearly complete clean	Staff/working bee participants
Windows	Cloth	Window cleaner	Once per term	Cleaner
Material toys/dress ups	Washing machine	Washing detergent in hot water	As required	Staff/families
Hard toys	Washable cloth or paper towel	Hot soapy water and disinfectant.	As required or at end of rotation	Educators
<b>Office</b>				
Desks	Washable cloth or paper towel	Hot soapy water and disinfectant.	Daily	Staff
Computer screens	Dry cloth		Once per term	Staff
Keyboards	Washable cloth or paper towel	Disinfectant wipe/spray	Daily	Staff
Cupboards and filing cabinets	Cloth	Hot soapy water	Yearly	Staff

<b>Area/Item to be cleaned</b>	<b>Equipment to be used</b>	<b>Cleaning Product</b>	<b>Frequency to be cleaned</b>	<b>Person Responsible</b>
Carpets	Vacuum		Daily	Cleaner
Walls	Cloths	Hot soapy water	Spot cleaned as required and yearly complete clean	Staff/working bee participants
Windows	Cloth	Window cleaner	Once per term	Cleaner
<b><i>Storeroom/s</i></b>				
Benches	Washable cloth or paper towel	Hot soapy water and disinfectant	As required or once per term	Staff/working bee participants
Shelving	Washable cloth or paper towel	Hot soapy water	Yearly	Staff/working bee participants
Walls	Cloths	Hot soapy water	Spot cleaned as required and yearly complete clean	Staff/working bee participants
Windows	Cloth	Window cleaner	Once per term	Cleaner

## Cleaning Schedule – Woods St

Area/Item to be cleaned	Equipment to be used	Cleaning Product	Frequency to be cleaned	Person Responsible
<b>Toilet Area</b>				
Floor	Mop with hot water and floor cleaner	Floor cleaner (CLG038)	After each session	Educators as necessary and cleaner after hours
Toilet	Disposable gloves Toilet brush for cleaning inside of bowl with disinfectant. Wipe around the outside of the bowl, seat and flushing mechanism with paper towel and disinfectant	CLG026	After each session	Educators as necessary and cleaner after hours
Wash hand basins	Disposable gloves Paper towel with disinfectant	CLG026	After each session	Educators as necessary and cleaner after hours
Nappy change area	Disposable gloves Paper towel and disinfectant or disinfectant wipe/spray.	CLG026	After each change	Educators
Walls	Cloth	Hot soapy water	Spot cleaning as required. Yearly complete clean	Staff/Working bee participants
Windows	Cloth	Window cleaner	Once per term or as needed	Staff/Working bee participants
Bins	Paper towel using disinfectant	Eucalyptus oil	Daily	Cleaner
<b>Kitchen Area</b>				
Floor	Broom/vacuum and mop using hot water and floor cleaner.	Floor cleaner (cleaner's product)	Daily	Cleaner
Bench Surfaces	Washable cloth or paper towel	Detergent/disinfectant as required	Daily	Staff as necessary and cleaner after hours
Sink	Washable cloth or paper towel	Detergent/disinfectant as required	Daily	Staff as necessary and cleaner after hours.
Fridge	Washable cloth or paper towel	Hot soapy water	Spot cleaned as required. Once per term complete clean	Staff
Microwave	Washable cloth or paper towel	Hot soapy water	Spot cleaned as required. Weekly complete clean	Staff
Oven	Washable cloth or paper towel	Oven cleaner	Twice a year or as required	Staff

<b>Area/Item to be cleaned</b>	<b>Equipment to be used</b>	<b>Cleaning Product</b>	<b>Frequency to be cleaned</b>	<b>Person Responsible</b>
Cupboards/shelves	Washable cloth or paper towel	Hot soapy water	Spot cleaned as required. Once a year complete clean.	Staff/working bee participants
Windows	Cloth	Window cleaner	Once per term or as needed	Staff/working bee participants
Walls	Cloth	Hot soapy water	Yearly complete clean	Staff/working bee participants
<b>Activity Area/s</b>				
Carpeted area	Vacuum cleaner		Daily	Educators as required and cleaner after hours.  Twice a year or as required commercially cleaned.
Vinyl floor area	Broom/vacuum and mop. Mop with hot water and floor cleaner.	Floor cleaner (CLG038)	Daily	Educators after meals and as required. Cleaner after hours. Yearly commercial clean.
Tables	Washable cloth or paper towel	Detergent/disinfectant as required (CLG026)	After meal times, at end of activities and as required	Educators
Snack trolleys	Disposable gloves Wipe with washable cloth or paper towel using disinfectant	Disinfectant (CLG026)	1–2 times daily	Educators
Walls	Cloths	Hot soapy water	Spot cleaned as required and yearly complete clean	Staff/working bee participants
Windows	Cloth	Window cleaner	Once per term or as needed	Staff/Working bee participants
Material toys/dress ups	Washing machine	Washing detergent in hot water	As required	Staff/families
Hard toys	Washable cloth or paper towel	Hot soapy water and bleach (CLG026) solution	As required or at end of rotation	Educators
<b>Office</b>				
Desks	Washable cloth or paper towel	Hot soapy water and disinfectant.	Daily	Staff
Computer screens	Dry cloth		Once per term	Staff

<b>Area/Item to be cleaned</b>	<b>Equipment to be used</b>	<b>Cleaning Product</b>	<b>Frequency to be cleaned</b>	<b>Person Responsible</b>
Keyboards	Washable cloth or paper towel	Disinfectant wipe/spray (CLG026)	Daily	Staff
Cupboards and filing cabinets	Cloth	Hot soapy water	Yearly	Staff
Carpets	Vacuum		Daily	Cleaner
Walls	Cloths	Hot soapy water	Spot cleaned as required and yearly complete clean	Staff/working bee participants
Windows	Cloth	Window cleaner	Once per term or as needed	Staff/Working bee participants
<b>Storeroom/s</b>				
Benches	Cloth	Hot soapy water and disinfectant	As required or once per term or at working bees	Staff/Working bee participants
Carpet	Vacuum		Daily	Cleaner
Shelving	Cloth	Hot soapy water	Yearly	Staff/working bee participants
Walls	Cloths	Hot soapy water	Spot cleaned as required and yearly complete clean	Staff/working bee participants
Windows	Cloth	Window cleaner	Once per term or as needed	Staff/Working bee participants