**EDSE CLEANING & RESPONSIBILITIES DURING COVID-19 PANDEMIC**

**We have revised the Cleaning Procedures and Responsibilities during the COVID-19 Pandemic due to changes needed now that the church is re-opening. YOU ARE REQUIRED TO READ THIS ENTIRE REVISED CLEANING & DISINFECTING PROCEDURE POLICY AS SOME PROCEDURES AND RESPONSIBILITIES HAVE CHANGED. Remember that potentially dangerous bodily fluids are to be cleaned up the same way as previously taught according to Standard Precautions: Disinfect – Rinse – Sanitize.**

**CLEANING:**

* **Remove dirt & debris on surfaces by vacuuming or scrubbing and washing with soap & water.**

**SANITIZING:**

* **Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements.**
* **Sanitizers are used on surfaces where food is prepared or where people will eat without having to rinse the surface.**
* **Sanitizing is more effective than cleaning alone.**
* **Surfaces must be clean before sanitizing to be effective.**
* **Sanitizers used in child care centers must be EPA approved.**
* **There are no sanitizer-only products approved for killing viruses by the EPA**

**DISINFECTING:**

* **Gloves should be worn when making or using disinfecting solutions as the chemicals can be harmful if absorbed through the skin.**
* **Disinfectants use chemicals to destroy or inactivate bacteria and viruses on hard, non-porous surfaces.**
* **Disinfectants are subject to more rigorous EPA testing requirements and must clear a higher bar for effectiveness than sanitizing products.**
* **Surfaces must be clean before disinfecting to be effective.**
* **Disinfectants must remain WET on the surface for a specific amount of time according to the product’s label to work. This is called “contact time”.**
* **Different disinfecting products have different contact times.**

**TO MAKE SANITIZER:**

* **Gloves should be worn when making or using sanitizers.**
* **Protect clothing.**
* **Pour a little Clorox into the little 2 ounce measuring cup. Cannot be splashless bleach or bleach with anything added.**
* **Dip TBLS into the Clorox in the measuring cup and almost fill the TBLS to the rim.**
* **Pour Clorox into an empty gallon water jug.**
* **Fill the gallon water jug with lukewarm water.**

**TO MAKLE DISINFECTANT (Simple Green D Pro 3 Plus):**

* **Put on gloves.**
* **Fill a gallon jug with water so there is enough room for around 1 cup of water that could still be added.**
* **Pour 2 ounces of Simple Green D Pro 3 Plus Concentrate into a measuring cup.**
* **Pour the 2 ounces of Simple Green D Pro 3 Plus into the gallon jug of water.**
* **Top off the jug with more water.**

**If you do it the other way (Disinfectant concentrate into the jug and then fill with water) you will have tons of foam when the jug is only about 2/3 way full.**

**CONTACT TIME FOR SANITIZER AND DISINFECTANTS:**

**Sanitizer: 2 minutes**

**Simple Green D Pro 3 Plus Disinfectant: 10 minutes**

**Clorox Bleach Germicidal Cleaner (changing tables only): 1 minute**

**The Clorox Bleach Germicide is a disinfectant and though it only has a 1 minute contact time, we cannot use it for anything but the changing tables when there is not enough time to wait 10 minutes between changing different children’s diapers. It is very expensive and does not come in concentrate. We often go through a gallon of disinfectant a day so the Simple Green must be used for all other disinfecting uses.**

**EXAMPLES OF COMMONLY TOUCHED SURFACES:**

**Door knobs/handles Light switches Faucet handles & spouts**

**Tables Chairs Toilet Flush handles**

**Gates Soap Dispensers Keyboard & mouse**

**Toys Parent Sign In / Out Board**

**WHAT TO CLEAN WHEN TO CLEAN WHAT TO CLEAN WITH**

**Toys (all) touched\* End of Day Clean & Sanitize**

**Tables\*\* Before Eating/soiled/End of Day Clean & Sanitize**

**Chairs End of day Clean & Sanitize**

**Floor under tables If soiled & End of day Sweep & Wet Swifter**

**Changing Tables\*\*\* After each Use Disinfectant/Rinse**

**Nap mats\*\*\*\* End of each day Sanitize or Disinfect\*\*\*\***

**Toilet Seats If soiled AND End of Day Disinfectant/Rinse**

**Carpets End of Day Vacuum**

**Floor around toilet End of Day Wet Swifter**

**Water Pitcher End of Day on Friday Dish Detergent**

**Dry or wet Sensory Tables cannot be used during the COVID-19 Pandemic rules & regs.**

**We are no longer spraying Playground Toys/Structures since it is not required.**

**WHO CLEANS THE COMMONLY TOUCHED SURFACES:**

**TEACHERS:**

**Teachers are responsible for cleaning their rooms, the contents, furniture, and floor in their rooms, and the ALL bathrooms their children use. The exceptions are EDSE crib sheets and EDSE extra clothing that a child might have to wear, and sometimes toys. Dirty/used EDSE crib sheets and clothing should be placed in the “Dirty Clothes Bag” marked with the name of your class. Please look at the previous page at the columns of what to clean, when to clean, and what to clean with. \*\*IMPORTANT: if no staff is available for cleaning, it is your responsibility to clean and sanitize your toys played with that day.**

**EDSE CLEANING STAFF:**

**The EDSE Cleaning Staff is responsible for sanitizing (or disinfecting and rinsing should there be a case of COVID-19 or several other illnesses) the classroom and extended care toys.**

**OFFICE STAFF:**

**Office staff will sanitize the workroom, offices, bathrooms, and commonly touched surfaces in common areas that are not classrooms or the playroom. Toilet seats must be disinfected, rinsed, and dried. (See disinfectant procedure in Bathrooms below)**

**EXTENDED CARE TEACHERS WHEN INDOORS:**

**The toys used during Extended Care are either cleaned or sanitized by our cleaning staff or the teacher doing the Extended Care. CLEANING STAFF - If a new staff member is doing Extended Care, please talk with them to find out if you should be sanitizing the toys or if the new staff member would rather do it themselves.**

**If no Cleaning Staff is available that day, the Extended Care Teacher will need to spray the toys with sanitizer. Please spray all of each toy, not just the tops of them as they sit in the bin they are kept in.**

**If After Care was in the playroom, spray sanitizer on the pews, the storage box, the toy table, the gates, the light switches, the window sills if the children were looking out the windows for their parents. You must also sanitize the bathroom but disinfect the toilet seat the children used as instructed below.**

**CLEANING STAFF:**

**THE PROCEDURE FOR CLEANING AND SANITIZING CLASSROOM TOYS:**

* **Collect the toys from classrooms that have been set out to be sanitized.**
* **Toys will either be taken to the kitchen or laid out in a single layer on a classroom table to be sprayed.**
* **The toys will be sprayed with sanitizer so that they are wet.**
* **Toys must be turned so that all areas, front, back & inside, have been sprayed wet with disinfectant**
* **Toys must stay wet with sanitizer for 2 minutes.**
* **Toys can then be either left to dry for a while or, if it won’t leave the toys sitting in sanitizer, the toys may be put back in the bin they are kept in.**
* **If the toys were sprayed in the kitchen, once they are put back in their bin, they can be returned to the classroom. Obviously, if they were sprayed in the classroom, they can just be left out on a towel or left in the bin for the teacher to put away.**

**THE PROCEDURE FOR SANITIZING PLAYROOM TOYS:**

* **If there are tubs in the playroom that were used (they should have a “Dirty” laminated sign in the tub with the toys and sitting on the left side of the green carpet area in the playroom), lay them out on towels and spray them with sanitizer as described above.**
* **Put the laminated class sign with each set of toys so people will know which toy bucket they need to be returned to.**
* **After 2 minutes if the toys are dry enough, they can be put back in their buckets. If not, they can be left overnight to dry.**

**THE PROCEDURE FOR CLEANING & DISINFECTING TOYS:**

**(This is used if there was a COVID-19 case or a lot of other illnesses in the classroom.)**

* **Pick up toys from classrooms that have been set out to be disinfected.**
* **Toys will be taken to the kitchen and laid out in a single layer on the table designated for that classroom.**
* **The toys will be sprayed with disinfectant so that they are wet.**
* **Toys must be turned so that all areas, front, back & inside, have been sprayed wet with disinfectant**
* **Toys must stay wet with disinfectant for 10 minutes.**
* **Toys will then be rinsed under running water or dunked in clean water to rinse disinfectant chemicals.**
* **DO NOT BOTTLE SPRAY WITH WATER TO RINSE TOYS THAT ARE SMALL ENOUGH TO BE DUNKED IN THE KITCHEN SINK.** 
  + **Spraying with water is a very poor way of removing the dangerous and toxic disinfecting chemicals.**
  + **Only very large toys should be rinsed that way and they must be thoroughly rinse and then wiped dry to remove as much of the chemicals as possible.**
* **Once toys are rinsed, take them to the classroom to dry on the table.**
* **Toys should be in a single layer to dry quicker.**
* **When finished with the kitchen counters or tables, spray them with sanitizer.**
* **When finished with the kitchen sinks, remove any debris from sinks, wipe down and spray all parts with the sanitizer.**
* **Please make sure kitchen counter and sinks are clean and look good for church on Sunday.**

**TEACHERS:**

**THE PROCEDURE FOR CLEANING CLASSROOMS AND CLASS BATHROOMS:**

**Remember, because disinfectant is a harmful chemical, it cannot be used while children are present. It is used at the end of the day. The only exception is when using the Clorox Germicide on changing tables between children or, if the toilet seats should be soiled by a child during the day causing the need to disinfect the toilet seat before the end of the day.**

**MORNINGS:**

* **On Monday morning, if it appears the church has used your classroom, spray commonly touched surfaces with sanitizer.**
* **Upon arrival, after washing your hands, if toys had been left to dry, put them back where they belong.**
* **Hang the towel used for drying toys so the towel can dry.**
* **In the morning if chairs on stacked on the tables, remove the chairs, clean off any marks or debris left from the chairs, then spray with sanitizer, let sit for 2 minutes, and then dry them with a paper towel.**

**DURING THE DAY:**

* **Clean tables before and after snacks and lunches.**
  + **First wipe/scrub clean away (with soap & water) any dirt/debris/paint/ect…**
  + **Spray the table with SANITIZER/BLEACH WATER.**
  + **Let stand for 2 minutes.**
  + **Dry with a paper towel.**
* **Clean up spills or food on the floor after snacks & lunches.**
* **Cleaning the nap mats after naps:**
  + **If the child had a crib sheet that remained on the mat and remained dry:**
    - **The mat will need to be sprayed with sanitizer, let stand 2 minutes, & dried with paper towel or air dry before stacking away.**
  + **If the child soiled their crib sheet or mat:**
    - **If there is a wet crib sheet that belongs to the child, put it in a ziplock bag to be sent home for parents to wash and return**
    - **If there is a wet crib sheet that belongs to EDSE, put it in a ziplock bag and put it in the dirty laundry bag to be washed by designated EDSE staff.**
    - **Separate the mat from the others.**
    - **At the end of the day:** 
      * **Dry the mat if still wet.**
      * **Spray with disinfectant**
      * **Let stand 10 minutes**
      * **Dry with a paper towel**
      * **Rinse by spraying with water or wiping with a water soaked paper towel.**
      * **Dry with a paper towel.**
      * **Stack the mat with the other mats.**
* **If a child does not have a crib sheet, one should be used from EDSE stock. At the end of the week the crib sheet (only used for the one child that needed it) must be put in the laundry for a designated staff member to wash.**
* **If a child has to borrow EDSE stock clothing, but does not go home in the clothing, those borrowed clothes must go in the dirty laundry bag to be washed.**
* **If the child goes home in EDSE clothes, ask family to wash and return them. You may have to ask for them back repeatedly. (Try to keep track of who takes home EDSE clothing.)**
* **Never put out anything that you have cleaned/sanitized/disinfected on the floor to dry, even on a clean towel and especially with children present. The items will not stay clean on the floor – especially if children are present.**

**THE PROCEDURE FOR CLEANING & DISINFECTING CHANGING TABLES:**

* **The changing table pad must be cleaned, disinfected and rinsed after each child.**
* **Wash/scrub away any soiled area that may have occurred when changing a child’s diaper.**
* **If the pad is wet, dry it with a paper towel.**
* **Spray the entire pad and anything else that may have become dirty when changing the child with Clorox Bleach Germicidal Cleaner.**
  + **Be careful, as the germicide will ruin clothing.**
* **Let stand wet for 1 minute.**
* **Wipe the pad with a dry paper towel.**
* **Either spray the pad with water or wipe the pad with a soaked (with water) paper towel**
* **Dry the pad with a dry paper towel.**

**END OF THE DAY:**

* **Put out the toys used that day to be sanitized for the Cleaning Staff - or you, if no cleaning staff is available.**
* **Cleaning the large toys/centers that cannot be taken out to be washed at the end of the day by the Cleaning Staff:**
  + **If visibly dirty or soiled, they must first be cleaned & dried.**
  + **The large toy/center must be sprayed with sanitizer, making sure all surfaces (front, back, & inside) are wet.**
  + **The large toy/center must be wet with sanitizer for 2 minutes.**
  + **The large toy/center may be left to dry over night without rinsing.**
* **Clean the classroom floor at the end of the day:**
  + **Sweep under tables and any floor that is not carpeted.**
  + **Vacuum any carpeted areas.**
  + **If needed, mop under the table with a wet Swifter.**
* **Clean commonly touched surfaces at the end of the day:**
  + **Commonly touched surfaces include tables, counters, chairs, gates, door knobs, light switches, and anything the children or teachers touch often.**
    - **Scrub clean any surfaces that are visibly dirty.**
    - **Spray surfaces with sanitizer until the surface is wet.**
    - **Let stand for 2 minutes.**
    - **The surface can be left to dry or wiped dry after the 2 minutes, whichever you prefer.**
    - **DO NOT STACK CHAIRS ON TABLES IF THE TABLES WILL BE USED FOR DRYING CLASSROOM TOYS. (You will have to stack them somewhere else while cleaning the floor under the table.)**
* **Take out the trash and replace trash can liner.**
  + **Never leave dirty diapers overnight.**
  + **You can combine trash with another class’s trash and/or with the dirty diapers if you do not have much.**
  + **Leaving food in the trash attracts mice and other animals that we are always trying to get rid of.**
* **On Fridays, wash your water pitcher with soap & water.**

**THE PROCEDURE FOR CLEANING & DISINFECTING CLASSROOM BATHROOMS:**

**(Pre-K cleans Men’s bathroom in the church and if Owls or Eagles uses the downstairs bathroom in St, Mark’s, they must clean that one as well as their own.)**

**If the toilet or sink the class uses becomes visibly dirty before the end of the day, it must be cleaned at that time and not wait until the end of the day. (Think about how you feel when you go in to a public bathroom that is not clean.)**

* **Clean the bathroom your children use at the end of the day. This means the Men’s bathroom for Pre-K and if Owls or Eagles are using the downstairs bathroom in St, Mark’s, thy must clean that one as well as their own.**
  + **Clean/scrub away any soiled areas of the sink, toilet seats, trash can lids (if covered), light switches & door knobs/handles.**
  + **Dry surfaces to be sprayed with sanitizer or disinfectant.**
  + **Spray the toilet seats with disinfectant.**
  + **Spray with sanitizer - the commonly touched surfaces such as flush handle, tank, sink basin, sink handles, sink faucet, soap dispensers, light switch, door handles, stall handles (if applicable), trash can lids until they are wet.**
  + **All can be left to dry on their own except the toilet seat:**
    - **After 10 minutes, wipe the toilet seat with a dry paper towel.**
    - **Either spray the toilet seat with water or wipe it with a wet paper towel.**
    - **Dry the seat with a paper towel. All else can be left to dry on its own.**
  + **If urine got on the floor or if the floor is rather dirty, go over the floor with a wet Swifter.**
  + **Remove trash and replace trash bag.**

**OFFICE STAFF:**

**THE PROCEDURE FOR CLEANING & SANITIZING COMMONLY TOUCHED SURFACES NOT IN THE CLASSROOM:**

**Playroom Gates • Door Knobs • Light Switches • St. Mark’s adult bathroom • Church’s Women’s Bathroom • Pens • Offices surfaces • Work Room surfaces**

* **Put on Gloves**
* **Clean any soiled area with soapy paper towels and throw away.**
* **Dry with paper towel.**
* **Spray with sanitizer.**
* **Let it remain on the surface for 2 minutes.**
* **All surfaces (besides toys, tables, toilet seats, and changing tables) can air dry according to Healthy Child Care Colorado.**

**If you think a surface should not be sprayed, you can soak a paper towel in the sanitizer and then wipe the surface, making sure the surface remains damp for the 2 minutes required for the sanitizer to work.**

**Office Staff will also stock toilet paper and paper towels and order those items when stock becomes low. Stocking bathrooms should be done every Friday and as needed on other days.**

**Office Staff is also responsible for making sure the buggy, reading books used for Pre-K and Explorers at Drop-off and Pick-up, and all Sign In/Out tables/stands are put away on Fridays so they won’t be in the way for church. They should also make sure dishes were not left out or anything else left out in the kitchen and church.**

**THE PROCEDURE FOR LAUNDRY:**

**Laundry from classrooms will be collected to be washed & dried when needed.**

**Towels for drying toys will be gathered to be washed & dried when needed.**

**HOW TO RUN THE PANDA WASHING MACHINE:**

* **Roll the washing machine where it is wedged between the sink and fridge.**
* **Hang the rinse tube to where it can empty into the sink.**
* **Plug in the washing machine. Ensure Lint Remover (inside the washer part of machine) is securely clicked into its compartment.**
* **Open the left side of the washing machine.**
  + **Clean out the tub if it is dirty.**
* **Turn the Wash Selector to “Standard”.** 
  + **For our purposes of cleaning well during the COVID-19 Pandemic, don’t use “Gentle”**
  + **If it is on “Drain” the water will just keep pouring into the sink while you are trying to fill up the washer.**
* **Pull out the hand faucet and let it hang into the left side of the washing machine.**
* **Turn on the water as hot and fast as it will go. Do not leave while the washing machine is being filled so you do not forget & it overflows.**
* **Pour laundry detergent into the washer while there is not much water in it. And swish the water around to mix them together.**
  + **For a small load, the detergent amount will be the bottom line of the cap.**
  + **For a medium to large load, the detergent amount will be the middle line of the cap.**
  + **You may want to add 2 caps of Laundry Sanitizer with the detergent if you are washing EDSE items that children borrowed and soiled.**
* **Once the detergent is mixed into the water, add the laundry.**

**This is a small washer, so please do not cram with a lot of towels. The max is probably 3 regular size towels and 2 hand towels. It might not even take that if you put in thick, large beach towels. You will learn how much is too much when it comes to spinning as that compartment is smaller than the washer compartment.**

* **When the water rises to the level you want, turn off the water & put back the hand faucet. The levels in the washer are kind of hard to see. Water should not be at a higher level than the top of the Lint Remover Compartment.**
* **Close the lid and turn the wash timer to 15 (minutes).The washer will stop on its own after the 15 minutes.)**
* **Turn the Wash Selector to “Drain”.** 
  + **It takes about 3 – 4 minutes to drain well.**
  + **It will keep trying to drain if you forget to come back after 3 or 4 minutes so keep a timer with you.**
* **Open the right side of the washer which is the spinning side.**
* **Evenly drape the wet laundry into the Spinning Side and close the lid**
* **Turn the Spin Timer to 3 minutes.** 
  + **If it is uneven, it will make a loud uneven spinning noise.**
  + **If it is uneven. Turn the Spin Timer to “0” and re-load the wet laundry more evenly.**
  + **Keep trying until it spins correctly. You will hear the difference in about 10 – 15 seconds when it works right and it will start draining better.**
  + **The Spin cycle will turn off on its own.**
* **When it finishes spinning, put laundry back into the washing tub and turn the Wash Selector to “Standard” for the first Rinse.**
* **Fill the tub with water (no detergent) to the correct level. (Remember, don’t leave while filling.)**
* **Shut the lid and turn the Wash Timer to 6 minutes. It will turn off on its own.**
* **Turn the Wash Selector to “Drain” as mentioned above.**
* **After draining, evenly lay the laundry in the spinning basket/side again for another 3 minutes.**
* **When finished spinning, do one more rinse cycle. (Laundry in left side, Wash Selector to “Standard”, fill to correct level with water, turn Wash Timer to 6 minutes.)**
* **Evenly load laundry into the Spinning Basket side and do the final spin for 3 more minutes.**
* **After the final spin, you are ready to dry the laundry.**
* **Clean out the Lint Collection Point inside the tub of the washer.**

**(If there was still tons of soap bubbles after the 2nd rinse, you may need to do one more rinse & spin cycle.)**

**USING THE DRYER:**

**Remove the filters on the back wall of the inside of the dryer and remove lint. There are laminated instructions taped to the side of the dryer on how to clean the filters.**

**According to the CDPHE we should run the dryer on the hottest setting especially since the hot water is not very hot. The heat of the dryer helps kill germs that were not washed away in the washer.**

**Updated 9/29/2021**