

GENERAL SANITATION

POLICY: The Director or designee will assure that the center looks and smells clean and that all cleaning procedures are followed at all times.

PURPOSE: To inhibit the spread of disease.
To protect everyone in the center from allergens.
To assure a constant level of cleanliness.

PROCEDURE:

1. Regularly cleaning surfaces in your facility helps prevent the spread of germs that make people sick.
2. **Cleaning** with commercial cleaners that contain soap or detergent decreases the number of germs on surfaces and reduces risk of infection from surfaces in your facility. Cleaning alone removes most types of harmful germs (like viruses, bacteria, parasites, or fungi) from surfaces.
3. **Sanitizing** reduces the remaining germs on surfaces after cleaning.
4. **Disinfecting** can kill harmful germs that remain on surfaces after cleaning. By killing germs on a surface after cleaning, disinfecting can further lower the risk of spreading disease.
5. If you do sanitize or disinfect, clean surfaces first because impurities like dirt may make it harder for sanitizing or disinfecting chemicals to get to and kill germs.
6. Consider the type of surface and how often the surface is touched. Generally, high touch surfaces are more likely to spread germs. If the space is a high traffic area, you may choose to clean more frequently or disinfect in addition to cleaning.
7. **When to Clean Surfaces:** Clean high-touch surfaces regularly (for example, pens, counters, shopping carts, door handles, stair rails, elevator buttons, touchpads, restroom fixtures, and desks). Clean other surfaces when they are visibly dirty.
8. **How to Safely Clean Various Surfaces**
 - a. In most situations, cleaning regularly is enough to prevent the spread of germs. Always [wash your hands](#) with soap and water for 20 seconds after cleaning. Follow these tips to safely clean different surfaces in your facility:

- b. **For hard surfaces, such as counters, light switches, desks, and floors:**
Clean surfaces with soap and water or with cleaning products appropriate for use on the surface.
- c. **For soft surfaces, such as carpet, rugs, and drapes:**
 - i. Clean the surface using a product containing soap, detergent, or other type of cleaner appropriate for use on these surfaces.
 - ii. Launder items if possible, according to the label's instructions. Use the warmest appropriate water setting and dry items completely.
 - iii. Vacuum surfaces such as carpets and rugs and dispose of the dirt safely.
- d. **For laundry items, such as clothing, towels, and linens:**
 - i. Use the warmest appropriate water setting and dry items completely.
 - ii. It is safe to wash dirty laundry from a person who is sick with other people's items.
 - iii. Clean clothes hampers or laundry baskets according to guidance for surfaces.
- e. **For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines:** Consider putting a wipeable cover on electronics, which makes cleaning and disinfecting easier. Follow the manufacturer's instructions and recommendations for cleaning the electronic device.
- f. **For outdoor areas, such as patios and sidewalks:**
 - i. Spraying cleaning or disinfection products on low-touch surfaces in outdoor areas—such as on sidewalks, roads, or groundcover—is **not** necessary, effective, or recommended.
 - ii. Clean high-touch surfaces made of plastic or metal, such as grab bars, play structures, and railings when visibly dirty.
 - iii. Cleaning and disinfection of wooden surfaces (such as wood play structures, benches, and tables) are **not** recommended.

9. When to Disinfect:

- a. Disinfection is needed when the surface is contaminated with bodily fluid (e.g. blood, feces, urine, vomit, saliva, wound drainage, etc.) and if the space is highly contaminated (e.g. high-traffic area, rooms where people have been ill, etc.).
- b. During certain disease outbreaks, local health authorities might recommend specific disinfection procedures to reduce the risk of spreading disease within the facility.
- c. Please follow CCL requirements on surfaces needing to be disinfected. See F8 for details on surfaces needing to be disinfected and frequency of disinfection.

10. How to Disinfect Safely

- a. To disinfect, use an [EPA-registered disinfecting product](#) for the specific harmful germ (such as *viruses or bacteria*) if known. *Not all disinfectants are effective for all harmful germs.*
- b. Clean the surface with soap and water first. Always read the label on disinfecting products to make sure the products can be used on the type of surface you are disinfecting (such as a hard or soft surface, food contact surface, or residual surface).
- c. Follow these important safety guidelines when using chemical disinfectants:
 - Open doors and windows and use fans or HVAC (heating, ventilation, and air conditioning) settings to increase air circulation in the area.
 - Wear the recommended protective equipment (for example, gloves or goggles) to protect your skin and eyes from potential splashes, as recommended by Section 8 of the product's [Safety Data Sheet. \[PDF - 7 pages\]](#)
 - After you apply the disinfectant to the surface, leave the disinfectant on the surface long enough to kill the germs. This is called the contact/wet time. You can find the contact time listed in the Safety Data Sheet and in the directions. The surface should stay wet during the entire contact time to make sure germs are killed.
 - Ensure safe use and proper storage of cleaning and disinfection products, including storing them securely and using PPE needed for the products.

- If the product instructions tell you to dilute the product with water, use water at room temperature (unless the label says otherwise). Note: Disinfectants activated or diluted with water may have a shorter shelf life.
- Clearly label all cleaning or disinfection solutions.
- Store and use chemicals out of the reach of children and animals.
- Do not mix products or chemicals with each other as this could be hazardous and change the chemical properties.
- Do not eat, drink, or breathe cleaning or disinfection products into your body or apply directly to your skin. These products can cause serious harm.
- Do not wipe or bathe pets with any disinfection products.
- Immediately after disinfecting, wash your hands with soap and water for 20 seconds.

In most cases, fogging, fumigation, and wide-area or [electrostatic spraying](#) are not recommended as primary methods of surface disinfection and have several safety risks, unless the product label says these methods can be used.

See [EPA's Cleaning and Disinfecting Best Practices \[PDF - 1 page\]](#)

(Adapted from [CDC, 2022](#))

Review and follow guidelines from [California School and Childcare IPM](#)