



Cleaning and Disinfection Practices and Schedules

Revised August 2020.

Ratified by BOM 1st Sept 2020

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Definitions:

Cleaning: *make clean; remove dirt, marks, or stains*

Use of hot water and detergent, soapy water, to remove visible dirt and grime from surfaces. Scrubbing brushes, cloths, steel wool, Brillo-pads etc. Area is usually dried after cleaning

Disinfect: *the process of cleaning something, especially with a chemical, in order to destroy bacteria*

Use of antibacterial sprays or wipes, either alcohol or chlorine based to remove germs and bacteria. Suggest using sprays and disposable paper towels, as they are better for the environment. Allow area to dry naturally after disinfecting

Sterilise: *the process of making something free from bacteria, or other living microorganisms*

Use of sporicidal, antiviral, anti-bacterial, fungicidal sprays or wipes, either alcohol or chlorine based to remove not just bacteria, but other living organisms, such as viruses.

Suggest using sprays and disposable paper towels, as they are better for the environment.
Allow area to dry naturally after disinfecting

Hygiene and Cleaning Regimes

- Teach MAMJS community hand and respiratory hygiene
- Encourage students and staff members to use wash hands and hand sanitiser dispensers are positioned around the school environment. A staff member in Montessori and Preparatory classes will support students to use hand sanitizers.
- Installation of '5 lever tap' troughs in 4 different areas to support hand washing entering and exiting the school building with soap and disposable paper towels.
- Ensure hand-washing facilities, including soap and clean towels/disposable towels, are well maintained. Foot-pedal bins are supplied in all class toilet areas.
- Hand sanitiser dispensers are readily available near the entrance of every class bubble and in communal areas, with hand wash sinks/troughs within easy walking distance
- Face masks: Click [here](#) for information.
- Provide bins for disposal of tissues and make sure they do not overflow.
- The frequency and extent of cleaning regimes has been increased and include:
 - clean regularly touched objects and surfaces using a household cleaning product
 - particular attention will be given to high-contact areas such as door handles, grab rails
 - wear rubber gloves when cleaning surfaces

Selection and management of materials/toys from an infection prevention viewpoint

- It is recommended to:
 - Choose toys that are easy to clean, disinfect and dry.
 - In the context of the pandemic, the use of certain types of toys (e.g. soft toys, stuffed toys, play dough) needs to be considered carefully e.g. playdough needs to be changed daily.
 - Jigsaws, puzzles and toys must be capable of being washed and disinfected.
 - Discourage children from putting shared toys into their mouths.

- Store clean toys/equipment on clean shelves/boxes
- Always follow the manufacturer's cleaning instructions
- Always wash your hands after handling contaminated toys and equipment.
- If groups or children are cared for in pods or if there are morning and afternoon groups in the same room avoid sharing of toys between groups to the greatest extent possible e.g. Montessori morning materials are stored in classroom and Aftercare Resources have a unit outside the classroom door, with separate materials for each bubble

Cleaning of Toys

- All toys (including those not currently in use) should be cleaned on a regular basis, i.e. see cleaning schedules for frequency of cleaning
- All toys/materials that are visibly dirty or contaminated with blood or body fluids will be taken out of use immediately for cleaning or disposal. Toys/resources waiting to be cleaned must be stored separately.

Cleaning Procedure

- Wash the toy in warm soapy water, using a brush to get into crevices.
- Rinse the toy in clean water.
- Thoroughly dry the toy.
- Hard plastic toys may be suitable for cleaning in the dishwasher.
- Toys that cannot be immersed in water i.e. electronic or wind up should be wiped with a clean damp cloth and dried.

Disinfection procedure

- In some situations, toys/equipment may need to be disinfected following cleaning e.g.
 - Toys/equipment that children will place in their mouths.
 - Toys/equipment that have been soiled with blood or body fluids.

During an outbreak of infection:

- If disinfection is required:

Use a chlorine based disinfectant at a concentration of 1,000ppm available chlorine, following manufacturers' instructions. Rinse and dry the item thoroughly.

Note: Always follow the manufacturer's cleaning/disinfecting instructions and use recommended products to ensure effective usage and to ensure equipment is not damaged.

General Environment Cleaning / Disinfectant Programme		
Area/Item	Method	Frequency/Comments
Door handles / Light switches / Taps / Cabinet handles / Tables / Surfaces	Wipe all areas and surfaces with a clean antibacterial / antiviral 70% Alcohol wipe, or similar spray and clean cloth. Once done, allow to dry naturally.	At end of Montessori and end of day and when one pod enters where another pod has been e.g. toilet, play area, relaxation area If surfaces are soiled, they should be cleaned using a detergent or soap and water prior to disinfection. Once disinfected, allow to dry naturally
Chairs/lunch tables	Wipe all areas and surfaces with a clean antibacterial / antiviral 70% Alcohol wipe, or similar spray and clean cloth. Once done, allow to dry naturally.	Before and after every individual use. If surfaces are soiled, they should be cleaned using a detergent or soap and water prior to disinfection. Once disinfected, allow to dry naturally
Washable floor covering	Sweep/Vacuum clean to remove dirt when children are not present. Mop with antibacterial / antiviral 70% Alcohol floor cleaner, Once done, allow to dry naturally.	General areas, at end of Montessori and end of day Dining areas: before and after use by each pod. If surfaces are soiled, they should be cleaned using a detergent or soap and water prior to disinfection. Once disinfected, allow to dry naturally
Walls/light shades	Wipe areas and surfaces with a clean antibacterial / antiviral 70% Alcohol wipe, or similar spray and clean cloth. Once done, allow to dry naturally.	To be disinfected before re-opening post COVID-19 Disinfection required in areas of frequent hand contact, such as lower wall/door frames during COVID-19
Lidded and Pedal Waste bins: General waste (black) Bio-waste (yellow)	Wipe lid and contact surfaces with a clean antibacterial / antiviral 70% Alcohol wipe, or similar spray and clean cloth. Once done, allow to dry naturally.	At end of Montessori and end of day and when one pod enters where another pod has been e.g. toilet, play area, sleep rooms, relaxation area Food Prep areas, in line with HACCP requirements. If surfaces are soiled, they should be cleaned using a detergent or soap and water prior to disinfection. Once disinfected, allow to dry naturally

Sanitary Area Cleaning / Disinfectant Programme		
Area/Item	Method	Frequency / Comments
Wash hand basins, taps, surrounding counters, soap dispensers.	Wipe taps, wash hand basins, soap dispensers and surfaces with a clean antibacterial / antiviral 70% Alcohol wipe, or similar spray and clean cloth. Once done, allow to dry naturally.	At least daily and immediately if soiled. When one pod leaves the area If surfaces are soiled, they should be cleaned using a detergent or soap and water prior to disinfection. Once disinfected, allow to dry naturally
Both sides of toilet seat, toilet handles, door knobs or cubicle handles.	Wipe toilet seat, toilet handles, door knobs or cubicle handles with a clean antibacterial / antiviral 70% Alcohol wipe, or similar spray and clean cloth. Once done, allow to dry naturally.	At least daily and immediately if soiled. Checked after Montessori Classes end When one pod leaves the area If surfaces are soiled, they should be cleaned using a detergent or soap and water prior to disinfection. Once disinfected, allow to dry naturally

Toy Cleaning Disinfectant Programme		
Item	Method	Frequency / Comments
Soft toys – if shared.	Remove from service during COVID-19 Emergency	Remove from service during COVID-19 Emergency
Hard toys/items that go into the mouth or have been in contact with saliva or other body fluids.	Wipe and clean with antibacterial / antiviral 70% Alcohol wipe. Once done, allow to dry naturally. Alternatively, they may be washed in a dishwasher.	After each child's use.
Other hard toys e.g. dolls house, climbing frame.	Wipe all contact points, hand holds, handles and surfaces etc. with a clean antibacterial / antiviral 70% Alcohol wipe, or similar spray and clean cloth. Once done, allow to dry naturally.	At least daily and immediately if soiled during COVID-19 Emergency. If surfaces are soiled, they should be cleaned using a detergent or soap and water prior to disinfection. Once disinfected, allow to dry naturally
Sheets and pillowcases, individual cloth towels (if used), combs and hairbrushes, face cloths. (None of these items should be shared among children.)	Machine washed in at 60°C hot cycle according to manufacturer's instructions.	After each use if used by different children. Take out of use immediately when visibly soiled.
Blankets and sleeping bags.	Machine wash to manufacturer's instructions	Monthly. Take out of use immediately if soiled and machine wash.
Dress-up clothes	Remove from service during COVID-19	Remove from service during COVID-19
Cots and cot mattresses	Wipe and clean with antibacterial / antiviral 70% Alcohol wipe. Once done, allow to dry naturally.	After each child's use.

General Environment Cleaning Programme		
Area/Item	Method	Frequency/Comments
Tables/ windowsills / door and cabinet handles	Clean with neutral detergent, warm water and clean cloth	Daily and immediately if soiled i.e. if soiled with blood or body fluids, following cleaning, disinfect, rinse and dry
chairs/tables	Clean with neutral detergent, warm water and clean cloth and dry with disposable paper towels	Before and after use; if soiled with blood or body fluids, following cleaning, disinfect, rinse and dry
Washable floor covering	Wash with detergent, warm water and clean utensils Vacuum clean to remove dirt when children are not present.	Daily and immediately if soiled e.g. spillage Vacuum daily
Small rugs	Currently removed	
Walls/ Ceilings	Clean with warm water and general purpose detergent. Disinfect if soiled with blood or body fluids, following cleaning.	Routine cleaning not required except in areas of frequent hand contact, such as lower wall/door frames in areas occupied by toddlers
Waste bins	Empty Clean with neutral detergent and warm water	Daily Weekly and immediately if soiled
Mops and cleaning cloths	Mop heads should be washed in warm water and detergent, rinsed and air dried Reusable cloths must be laundered daily on a hot wash cycle (at least 60°C) in a washing machine and then tumble dried	After daily use After daily use

Toilet Area Cleaning Programme		
Area/Item	Method	Frequency / Comments
Wash hand basins, taps, surrounding counters, soap dispensers.	Clean with detergent and warm water.	At least daily and immediately if soiled. If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry.
Both sides of toilet seat, toilet handles, door knobs or cubicle handles.	Clean with detergent and warm water.	At least daily and immediately if soiled. If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry.
Toilet bowls	Use toilet cleaner as per manufacturer's instructions.	At least daily and immediately if soiled. If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry.

Toy Cleaning Programme

Item	Method	Frequency / Comments
Hard toys/items that go into the mouth or have been in contact with saliva or other body fluids.	Clean with warm water and detergent, rinsed and dried thoroughly. Alternatively, they may be washed in a dishwasher.	After each child's use.
Other hard toys e.g. dolls house, climbing frame.	Clean with warm water and detergent, rinsed and dried thoroughly.	Weekly or immediately if soiled.
Sheets and pillowcases, individual cloth towels (if used), combs and hairbrushes, face cloths. (None of these items should be shared among children.)	Machine washed in a hot cycle according to the manufacturer's instructions.	Weekly or after each use if used by different children. Take out of use immediately when visibly soiled.
Blankets and sleeping bags.	Machine wash to manufacturer's instructions	Monthly. Take out of use immediately if soiled and machine wash.
Dress-up clothes	Machine wash to manufacturer's instructions	Weekly/Monthly according to usage or more frequently if required.
Cots and cot mattresses	Clean with detergent and warm water, rinse and dry.	Weekly, before use by a different child, and immediately if soiled or wet.



Cleaning /Disinfection Checklist – Communal Areas

Dates of Week (Mon to Fri): _____

Area/Item to be Cleaned Disinfected	Frequency	Times Completed and Staff Initials					Manager's Signature
		Mon	Tues	Wed	Thurs	Fri	
		Am	Am	Am	Am	Am	
		Pm	Pm	Pm	Pm	Pm	
Door handles	End of Montessori class and end of Aftercare						
Light switches	End of Montessori class and end of Aftercare						
Cabinet handles	End of Montessori class and end of Aftercare						
Tables / Surfaces	Before eating, End of Montessori class and end of Aftercare						
Chairs	End of Montessori class and end of Aftercare						
Washable floor	End of Aftercare and if dirty during the day						
Walls	When needed						
Waste bins	End of Montessori class and end of Aftercare. Will be emptied more frequently if needed						
Windows	Once per week and daily if dirty						
Mirrors	End of Montessori class and end of Aftercare						
Rugs and Carpets	Removed, MAMJS adult to clean rubber mat after student use						
Hand sanitisers	End of Montessori class and end of Aftercare.						

Deep Clean	Date Completed:	Signed:
Weekly		
Monthly		



Cleaning /Disinfection Checklist – Sanitary Area

Dates of Week (Mon to Fri): _____

Area/Item to be Disinfected	Frequency	Times Completed and Staff Initials					Manager's Signature
		Mon	Tues	Wed	Thurs	Fri	
		Am	Am	Am	Am	Am	
		Pm	Pm	Pm	Pm	Pm	
Door handles	End of Montessori class and end of Aftercare						
Light switches	End of Montessori class and end of Aftercare						
Surfaces/partition	End of Montessori class and end of Aftercare						
Washable floor	End of Montessori class and end of Aftercare						
Walls	End of Montessori class and end of Aftercare						
Waste bins	End of Aftercare and if dirty during the day						
Wash hand basins	End of Montessori class and end of Aftercare						
Toilets / Cubicles	End of Montessori class and end of Aftercare. Will be emptied more frequently if needed						
Replenishing of toilet material e.g. soap, toilet roll	End of Montessori class and end of Aftercare. Will be emptied more frequently if needed						

Deep Clean	Date Completed:	Signed:
Weekly		
Monthly		



Cleaning /Disinfection Checklist – Outdoor Area

Dates of Week (Mon to Fri): _____

Area/Item to be Disinfected	Frequency	Times Completed and Staff Initials					Manager's Signature
		Mon	Tues	Wed	Thurs	Fri	
		Am	Am	Am	Am	Am	
		Pm	Pm	Pm	Pm	Pm	
Door handles	End of Montessori class and end of Aftercare						
Gate handles	End of Montessori class and end of Aftercare						
Climbing Frames	End of Montessori class and end of Aftercare						
Large Outdoor Play Materials	End of Montessori class and end of Aftercare						
Ride on Toys	Before and after use End of Day						
Mud Kitchen	Not in current use						
Flower Beds	Not in current use						
Yard Partitions	End of Day						
Washing Trough (taps, soap dispenser, towel dispenser and sink)	End of Montessori class and end of Aftercare						
Hand Sanitisers (external)	End of Montessori class and end of Aftercare						

Deep Clean: Weekly Monthly	Date Completed:	Signed:
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Cleaning/ Disinfection Checklist – Classroom/Aftercare

Dates of Week (Mon to Fri): _____

Area/Item to be Disinfected	Frequency	Times Completed and Staff Initials					Manager's Signature
		Time	Time	Time	Time	Time	
		Am	Am	Am	Am	Am	
		Pm	Pm	Pm	Pm	Pm	
Door handles	End of Montessori class and end of Aftercare						
Light switches	End of Montessori class and end of Aftercare						
Cabinet handles	End of Montessori class and end of Aftercare						
Tables / Surfaces	End of Montessori class and end of Aftercare						
Chairs	End of Montessori class and end of Aftercare						
Cleaning of floor	End of Montessori class and end of Aftercare As needed						
Walls	As needed						
Waste bins	End of Montessori class and end of Aftercare						
Wash hand basin (in room)	End of Montessori class and end of Aftercare As needed						
Montessori materials	End of Montessori class and end of Aftercare After student use						
Soft toys and dress-up	Currently removed from room						
Teacher/Assistant Area	MAMJS staff to clean their own professional area daily						

Deep Clean: Weekly Monthly	Date Completed:	Signed:
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Aftercare Cleaning Rota (August 2020)

Type of cleaning/ sanitisation	Dishwasher	Sprayed with antiseptic and wiped	Large areas to be sanitised	Laundered
Frequency	Weekly	Weekly	Weekly	Monthly
	Happyland figures, (excluding battery items)	Pirate ship	Kitchen	Puppets <i>(removed during COVID)</i>
	Lego (in a net)	Wooden jigsaws	Bin lids: Frog bin Black bin Small bin in porch	Barbie clothes <i>(removed during COVID)</i>
	Duplo	Wooden doll's house	Windowsill	Baby clothes <i>(removed during COVID)</i>
	Peg board and pegs (in a bag)	Jigsaws	Blue couch	Teddies <i>(removed during COVID)</i>
	Small baby toys	Kitchen	Red couch	Dress up clothes <i>(removed during COVID)</i>
	Octagons	Barbies <i>(removed during COVID)</i>	Doughnut cushions and stand	Pillows for couches <i>(removed during COVID)</i>
	Stickle Bric	Wooden trains set	Door handles	
	Animals	Happy land houses	Dress up wardrobe <i>(removed during COVID)</i>	
	Dinosaurs	Baby dolls	Jigsaw shelving unit	
	Kitchenware	Crayon boxes <i>(removed during COVID)</i> - changed to individual materials	Shelving unit between Ms Caroline and Ms Aoife's classes	
	Plastic transport toys	Wooden blocks	Shelving unit between toilet doors	
	Doctor's kit	Magnetic dress up	<p>Notes:</p> <ul style="list-style-type: none"> Majority of toys are plastic and can go in the dishwasher Other wooden toys/ cardboard jigsaw to be wiped with cloth and antiseptic spray Large areas need to be sanitised on a weekly basis Certain soft toys have been removed due to COVID-19 (indicated on grid) Individual colouring and writing material will be supplied to each child and should not be shared. 	
	Hair care accessories	Wooden fishing game <i>(removed during COVID)</i>		
	Straws and box <i>(removed during COVID)</i>	Playdough mats- playdough used once per individual only and mats cleaned and disinfected		
	Ponies	Fireman accessories		
	Playdough accessories (in net)	Wooden jenga		
	Large lorry and cars (x2)	Troll head		
	Picnic basket box	Doll high-chair		
		Shopping trolley		
		Doll pram		
		Sweeping brush with dustpan & brush		

How to clean childcare settings where there were children, or staff with suspected or confirmed COVID-19

Droplets carrying the virus that causes COVID-19 can fall from the air on to surfaces such as table tops, toys, and other things that we touch. If people contaminate their hands while sneezing or coughing they may contaminate surfaces by touching them. A person may become infected when they touch a contaminated object or surface and they then touch their own mouth, nose or eyes. For example, someone may touch a contaminated door handle and then rub their eyes or put something in their mouth. The virus cannot grow on surfaces but it can survive if they are not cleaned. The virus gradually dies off over time and under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to have decreased significantly by 72 hours.

Regular cleaning of frequently –touched hard surfaces and of hands will therefore help to reduce the risk of infection.

Once a person with suspected COVID-19 is identified in a childcare setting all surfaces that the person has been in contact with should be cleaned and disinfected.

Cleaning/disinfecting rooms where a child or staff member with suspected or confirmed COVID-19 was present

Once the room is vacated, the room should not be reused until the room has been thoroughly cleaned and disinfected and all surfaces are dry.

Disinfection only works reliably on things that are clean. When disinfection is required it is always as well as cleaning never instead of cleaning.

The person assigned to clean the area should avoid touching their face while they are cleaning and should wear household or disposable single use non-sterile nitrile gloves and a disposable plastic apron (if one is available).

- Clean the environment and the furniture using disposable cleaning cloths and a household detergent followed by disinfection with a chlorine based product such as sodium hypochlorite (often referred to as household bleach). Chlorine based products are available in different formats including wipes. Alternatively use a two in one process of cleaning and disinfection with a single product for example certain wipes.
- If you are not familiar with chlorine based disinfectants then please refer to the HPSC Management of Infectious Diseases in Schools available at <https://www.hpsc.ie/az/lifestages/schoolhealth/>
- Pay special attention to frequently touched flat surfaces, the backs of chairs, couches, door handles and any surfaces or items that are visibly soiled with body fluids.
- Once the room has been cleaned and disinfected and all surfaces are dry, the room can be put back into use.
- Carpets (if present) do not require special cleaning unless there has been a spillage however for ease of cleaning, it is preferable to avoid carpets in areas of a childcare facility where children are cared for.

Cleaning of communal areas if a person is diagnosed with COVID-19

- If a child or adult diagnosed with COVID-19 spent time in a communal area like a play area or sleeping area or if they used the toilet or bathroom facilities, then these areas should be cleaned with household detergent followed by a disinfectant (as outlined above) as soon as is practicably possible.
- Pay special attention to frequently touched sites including door handles, backs of chairs, taps of washbasins, toilet handles. Once cleaning and disinfection have been completed and all surfaces are completely dry, the area can be put back into use.

Laundry if a person is diagnosed with COVID-19

- Laundry for example from cots should be washed at the highest temperature that the material can stand.
- Items can be tumble dried and ironed using a hot setting/ steam iron if required.
- Household/rubber gloves can be worn when handling dirty laundry and items should be held away from your clothing. The gloves can be washed prior to removal and dried for reuse. Hands should be washed thoroughly with soap and water after removing the gloves
- If gloves are not available, hands should be washed thoroughly after handling laundry.

Managing rubbish if a person is diagnosed with COVID-19

- All personal waste including used tissues and all cleaning waste should be placed in a plastic rubbish bag.
- The bag should be tied when it is almost full and then place it into a second bin bag and tied.
- Once the bag has been tied securely it should be left somewhere safe. The bags should be left for three days before collection by the waste company.



Cleaning /Disinfection Checklist – Isolation Room

Dates of Week (Mon to Fri): _____

Area/Item to be Disinfected	Frequency	Times Completed and Staff Initials					Manager's Signature
		Time	Time	Time	Time	Time	
		Am	Am	Am	Am	Am	
		Pm	Pm	Pm	Pm	Pm	
Door handles	Daily and Deep Clean after use for isolation purposes						
Light switches	Daily and Deep Clean after use for isolation purposes						
Cabinet handles	Daily and Deep Clean after use for isolation purposes						
Tables / Surfaces	Daily and Deep Clean after use for isolation purposes						
Washable floor or Hoover of carpeted floor	Daily and Deep Clean after use for isolation purposes						
Walls	Daily and Deep Clean after use for isolation purposes						
Waste bins	Special Disposable (double bagged and put in 72 hour isolation waste room)						
Laundry	Special Disposable (double bagged and put in 72 hour isolation waste room)						

Deep Clean:	Date Completed:	Signed:
Weekly		
Monthly		



Cleaning /Disinfection Checklist – Office

Dates of Week (Mon to Fri): _____

Area/Item to be Disinfected	Frequency	Times Completed and Staff Initials					Manager's Signature
		Time	Time	Time	Time	Time	
		Am	Am	Am	Am	Am	
		Pm	Pm	Pm	Pm	Pm	
Door handles	Start and end of shift						
Light switches	Start and end of shift						
Cabinet handles	Start and end of shift						
Desks / Surfaces	Before and after use						
Chairs	Before and after use						
Washable floor	Start and end of shift						
Walls	Once per day if needed						
Waste bins	Start and end of shift						
Keyboards	Start and end of shift or when users change						
Hand Sanitisers							
Screen/Hatch							
Buzzer and Phone							

Deep Clean:	Date Completed:	Signed:
Weekly		
Monthly		

NAME OF SERVICE: _____

Use this to record all cleaning products and chemicals used in your Service. Ensure to include the full brand/trade name.

Cleaning Product:	Used on:	Used by:	Storage Area:	Health & Safety Data Held:

