

Child Care Program Cleaning Guide



Cleaning Tips for COVID-19

With current events putting an extra emphasis on the cleanliness and well-being of everyone and everything we come in contact with, keeping on top of cleaning guidelines might seem more overwhelming than ever. Providing the best possible environment for children means keeping the classroom safe, clean, organized and germ-free. But cleanliness is so much more than just vacuuming, putting toys away and taking out the garbage at the end of the day.

The CDC offers some great resources and tips for keeping children and staff safe, which we've compiled for you below. We've also put together a daily, weekly and monthly cleaning checklist for your program to follow.



If Someone Suspected or Confirmed to Have COVID-19 Has Been in Your Facility

[This article from the CDC](#) is specifically written for community facilities. It includes how to clean and disinfect in general, but also gets into specifics for COVID-19, such as how to disinfect if you know an affected person has been in your facility. Additionally, it covers PPE equipment.



What to do Before and During an Outbreak

The CDC has specific guidelines ([read here](#)) for schools and child care programs. You can then assure your parents you are following the recommended guidelines. These recommendations are broken down by 'at all times' and 'during an outbreak,' so you'll know which actions to take, regardless of your program's situation.



Disinfectants List

It's important to know which disinfectants are appropriate and effective. Check out the recommended list from the Environmental Protection Agency (EPA) [here](#). All products on this list meet the EPA's criteria for use against the virus that causes COVID-19.



Directory of Local Health Departments

Check out the [Directory of Local Health Departments](#) to find contact information for your local health department, should you have COVID-19 specific questions. Many of the other articles linked here also address when you should contact your local health department.



Cleaning and Disinfection for Households

It's just as important to keep your home disinfected as it is your facility so you aren't transferring germs between locations. [Read this article](#), for tips on the following:

- General recommendations for routine cleaning and disinfection of households.
- Cleaning and disinfection of households with people who tested positive for COVID-19.
- How to clean and disinfect.
- Hand hygiene and other preventive measures.

Daycare Cleaning Checklist

Organization Is Key

There are endless amounts of cleaning tasks to tackle when it comes to keeping your child care facility clean and free of germs and viruses. The best way to stay on top of it is to keep things organized. Create a list that divides cleaning duties into categories to determine which tasks need to be done continuously, every day, once a week or once a month, and which tasks need to be done with the help of professionals. A specific cleaning schedule will not only help you stay on top of everything that needs to be done, but will also divide up the work and allow you to prioritize tasks by importance

Make Cleaning Lists Easily Accessible

Make sure the staff and those responsible for cleaning duties can easily access the checklist and mark tasks off as they go. Posting an updated cleaning checklist in a designated spot will ensure tasks are not only getting completed but that the same things aren't getting cleaned multiple times when it's not needed.

Continuous Cleaning

These are ongoing tasks that should be done throughout the day. This list will include things that need to be cleaned before and after each use.

- Wipe down toilet seats and handles with bleach or disinfectant after each use.
- Wipe down surfaces in play areas after each activity.
- Disinfect food prep stations and countertops before and after food is prepared.
- Wash dishes after each use. Do not leave unwashed dishes in the sink to pile up.
- Sinks must be clear and free of food and debris.
- Wipe down tables, chairs and all other seating and surfaces before and after snack time.
- Pick up and store toys and supplies that are not being used. Toys that have been chewed on or are dirty should be placed out of reach for cleaning. Spray toys and supplies, or soak in a sanitizing solution at the end of the day.
- Clean and disinfect all diaper changing tables and potty chairs. Make sure they are free from bodily fluids before and after each use.
- Use hand sanitizer or disinfectant wipes after each diaper change or when trash is emptied.
- Empty trash receptacles and diaper pails before they are full.



Daily Cleaning

Making a daily cleaning schedule will help staff stay on task and make it easier to divide up the cleaning duties. These are the things that need to be cleaned daily or more than once a day.

- ☐ Wipe and spray down toys and learning materials at the end of each day.
- ☐ Clean up and organize all art and craft supplies.
- ☐ Check mats, linens and sleeping pads for soil and wash after each use.
- ☐ Clean and sanitize kitchen equipment, sinks and countertops.
- ☐ Sweep and mop your floors and vacuum all rugs and soft surfaces.
- ☐ Disinfect doorknobs, cabinets and light switches as well as all phones and computers.
- ☐ Clean bathrooms by scrubbing toilets with bleach. Disinfect all countertops, sinks and surfaces at the end of each day.
- ☐ Wash all linens before returning them to beds or changing tables.

Weekly Cleaning

These are things that can be done weekly. You can divide these tasks up to be done on a specific day. This will make an overall cleaning practice seem less substantial and ensure that they are accomplished thoroughly.

- ☐ Clean and wash all soft toys, dress-up clothes or special play items.
- ☐ Wipe down and disinfect books and bookshelves.
- ☐ Take everything out of cubbies, then wipe them inside and out with disinfectant wipes or spray.
- ☐ Do a deep clean of art supply and craft areas.
- ☐ Wipe down cribs and changing tables, then thoroughly clean with bleach or disinfectant, making sure to get under the mats and pads.
- ☐ Change out linens. Wash, fold and store the used ones.
- ☐ Do a deep clean of all activity rooms. This should include dusting hard-to-reach places as well as wiping down the walls.
- ☐ Deep clean the bathrooms and be sure to get hard-to-reach places like behind the toilet and underneath the countertops.
- ☐ Spray and wipe down bathroom walls and stalls.
- ☐ Deep clean the kitchen and food prep areas, including kitchen equipment and utensils. This should include a thorough clean of the fridge and cabinets.
- ☐ Check all food and beverages for expiration. Throw out anything that is old or will not be used.
- ☐ If your program uses a car or van for transportation, clean the inside of the vehicle. Make sure to vacuum thoroughly. Wipe down all door and window handles as well as all surfaces inside the vehicle, including windows.

Monthly Cleaning

The things on this list should include areas that require regular maintenance. You can rotate these tasks to everyone on staff throughout the year so the load is shared by all.

- ☐ Check the plumbing and drains. Look for leaks or possible clogs.
- ☐ Deep clean windows, blinds, and curtains.
- ☐ Deep clean behind furniture.; Vvacuum and dust baseboards and window sills.
- ☐ Deep clean shelves, closets, and all storage areas and containers. Be sure to take everything out and wipe down with disinfectant before reorganizing. Deep clean carpets or upholstery a few times a year to make sure there is no buildup of bacteria in heavy traffic areas. This will also help treat stains as well as prevent them from happening.

Professional Cleaning

This list should include things that are best left to the professionals. These tasks might require special equipment or need to be done during off-hours.

- ☐ Clean air ducts to ensure air is free from mold and dust buildup.
- ☐ Deep clean and polish hardwood floors.
- ☐ Deep clean bathrooms and kitchens. Extensively cleaning the grout will minimize the accumulation of germs, mildew and bacteria.

In addition to a safe and routine cleaning practice inside your facility or classroom, it is crucial to let families know what they can do when picking up their kids to help prevent the spread of germs.

- ☐ Keep hand sanitizer or disinfectant wipes in the car.
- ☐ Wipe down backpacks and lunch boxes before getting into the car.
- ☐ Discard any old or uneaten lunch or snack items that cannot be kept.
- ☐ Keep a separate bag for soiled or dirty items that are returning home with your child.

Developing a cleaning routine will make sure children and parents stay healthy and happy, but you can do even more to help your program. Smartcare can save you time and stress by managing every aspect of your child care program, from online enrollment to automated invoicing and parent-teacher communication.

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