


Performance Standard:	Health and Safety	<p style="text-align: center;">INCA Community Services</p> <p style="text-align: center;">Head Start & Early Head Start Policies and Procedures</p> <div style="text-align: center;">  </div>
Sub Category:	1304.22e1, 1304.22e2, 1304.53b2	
Reference:	OKDHS-Licensing	
PC Approval Date:	9/2018	
GB Approval Date:	9/2018	
Form:	Cleaning, Safety and Toy Sanitizing Checklist	
Responsible:	Classroom and Kitchen Staff, Safety Manager, Nutrition/Purchasing Manager	

General Sanitation

Policy

INCA strictly enforces effective hygiene, sanitation, and disinfecting procedures to reduce health risks.

General Sanitation

Classroom Teaching staff clean dirty surfaces with soap and water prior to applying the disinfectant.

- Classroom Teaching staff use a disinfectant approved by the Nutrition/Purchasing Manager.
- Classroom Teaching staff clean and wash all items, surfaces, floors, or carpeted areas with the disinfectant when contaminated by blood, vomit, feces, urine, or other fluids.

Clean and Disinfect Items according to the following schedule and as needed:

INCA follows the daily cleaning, safety and toy sanitization checklist.

- Toys (cleaned and disinfected by a sanitized solution) weekly or being reused after:
 - Contact with body fluids, including placement in a child's mouth; and
 - Use by a child who is ill.
- Washable equipment and furniture are cleaned twice a year and as needed;
- Clean cots and cribs with approved disinfectant before assignment to a child and as needed;
- Classroom Teaching staff clean them as needed, such as when a child using the cot becomes sick.
 - Classroom Teaching staff launder center-owned blankets, sheets, and pillow case covers are laundered weekly.
 - Additional laundering is performed if items become soiled, or if used by another child.
 - Family-owned blankets and sheets are sent home with the child every week to be laundered.
- Disinfect toilets at least once daily; Classroom Teaching staff disinfect toilets as needed.

- Clean bathroom sinks and water fixtures with soap and water then disinfect every day.
- Empty, clean, rinse with water into the toilet, and disinfect potties after each use.
- Disinfect surfaces frequently touched by children.
- Spot-clean and wash with soap water walls and ceilings that are visibly soiled.
- Empty trash, and take to dumpster each day.
- Place plastic liners inside the wastebaskets.
- Wash non-carpeted floors with soap and water then disinfect once per week. Classroom Teaching staff perform additional cleaning when floor is contaminated by blood, vomit, feces, urine, or other fluids.
- Vacuum carpets every day and shampoo as needed.

Cleaning Schedule and Documentation

- Classroom staff record the date, time, and cleaning tasks performed on the Cleaning, Safety and Toy Sanitation checklist upon completion of each task.
- The Cleaning, Safety and Toy Sanitation checklist is turned into the Safety Manager at the end of each month and is filed in the Safety Manager office.

Ongoing Monitoring

- Safety Manager routinely checks the classrooms to ensure form and duties are being performed.

Definitions/Acronyms

PC - Policy Council
 GB - Governing Board
 INCA - Head Start and Early Head Start programs
 HS - Head Start program
 EHS - Early Head Start program

Dissemination of Policy

The policy will be made available to all Head Start employees through the agency's website @ www.incacao.org. The agency will educate and train applicable employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.