

1. Sanitizer/Disinfectant

- Review instructions for use to ensure that product is EPA registered; being used and prepared properly; used on the appropriate surface/item.
- Bottles of products must all be labeled and kept out of the reach of children
- Separate spray bottles for bleach solution and soap/water for diapering/toileting and food/toys
- Do not spray around children
- Make sure surface/item is dry before children use it

2. Same sink issue (if sink is used for both handwashing after diapering and for bottle/food prep)

- Sink should be disinfected between uses
- Water should be collected in a pitcher/jug from kitchen daily for bottles, drinking, infant cereal
- Clean items should not be stored on the counter next to the sink where they can become contaminated

3. Toys

- Mouthed toys should be picked up after being used by a child and sanitized daily
- Non-mouthed toys should be cleaned weekly, sooner if soiled
- Toys/trays on exersaucers, swings, bouncers, etc. should be cleaned weekly

4. Crockpots

- Emptied and sanitized daily. Filled with water from a “clean” sink
- Only used for warming bottles of formula.
- Recommended water temperature 120 degrees F.
- Cannot use to heat breastmilk - Breastmilk (because it is a body fluid) needs to be heated separately in container of warm water that is discarded after each use.
- Keep cord and crockpot out of the reach of children.

5. Bottlefeeding

- Microwaves cannot be used for heating bottles
- Wash hands before preparing and/or feeding a bottle
- Sanitize counter before bottle preparation or place clean paper towel on counter to create clean work area
- Check refrigerator thermometers daily. The temperature should be 40 degrees F or lower.
- Bottles should be labeled with child’s name and time the bottle was warmed/offered and are only good for one hour after warming/offering to an infant

6. Pacifiers

- Must be labeled
- Stored separately, open to air in a clean area – not in diapering cubbies or diapering area
- Wash with soap & water; don’t submerge
- Make sure nipple is free from liquid
- Check daily for tears/cracks
- Do not attach to clip/strap or stuffed toy for sleep

7. Toothbrushes

- Individually labeled
- Stored appropriately – bristles up, not touching, open to air, not in the bathroom
- Toothbrushing is done at a “clean” sink
- Replaced every 3 months or sooner if child has had a case of strep throat

8. Toothpaste

- Individually labeled tubes or share tube by applying to a disposable barrier instead of directly applying to each toothbrush
- Keep out of reach of children

9. Handwashing

- Done at a “clean” sink before children and caregivers eat or prepare food
- Ensure staff and children practice the correct procedure for handwashing
- Handwashing procedure posted
- Paper towels or individual cloth towels (laundered daily) are used
- Review procedure with children often and supervise children during handwashing whenever able
- Staff and children wash when recommended

10. Hand Sanitizers

- Must contain at least 60% alcohol – do not use products with methanol/methyl alcohol.
- Can be used when hands are not visibly dirty.
- Use only with close supervision to prevent children getting it in eyes or mouth
- Keep out of reach of children and away from heat.
- Can’t be used before eating/preparing food or after diapering/toileting
- Not recommended for children under 2 years old. Use diaper wipes or wet paper towels instead

What is a Clean Sink?

A clean sink is one that has been disinfected or is not used for handwashing after diapering/toileting.



11. Sandboxes

- Covered when not in use
- Sand is checked before use
- Use sand that is labeled as a safe play material or sand that is specifically prepared for sandbox use

12. Homemade Playdough

- Labeled and dated. Discarded after 1 week
- Children wash their hands before and after use
- Table is sanitized before and after use

13. Sand/Water/Sensory Tables

- Children's hands must be washed before and after for water play. Wash hands after for sandplay
- Table must be emptied and sanitized daily when using water
- Water must be collected from a clean water source
- Use only sand that is labeled as a safe play material or sand that is specifically prepared for sandbox use

14. Pillows

- Covered with removable cases and laundered weekly, sooner if soiled

15. Nap items

- Stored separately in cubby, bag, container, etc.
- Can be stored between stacked cots if enclosed in bag
- Washed weekly

16. Cots/Mats

- If labeled, clean weekly, sooner if soiled
- If not labeled, clean daily
- Spaced 3 feet apart or separated by solid barrier. If space does not allow, arrange children head to feet
- Cannot be stored in the bathroom

17. Cribs/playpens

- Mattress covered with fitted sheet that fits properly
- If not used by other children, sheet must be laundered weekly, sooner if soiled
- If used by other children, sheet must be changed between children
- Spaced 3 feet apart, with nothing within reach

18. Outerwear and other personal items

- Stored separately in cubby, bag, or on hooks spaced so that items do not touch
- Extra clothing can be stored in the bathroom if enclosed in a covered plastic container

19. Diapering

- Procedure must be posted
- Correct procedure is followed with every diaper change

- Surface is disinfected after every diaper change
- Replace pad if torn or worn through
- Safety straps are not recommended to use – cut off straps and always keep hand on child
- No washing of soiled clothing - put in plastic bag to send home with parent
- Covered garbage (foot operated is recommended) within arm's reach of diapering station and used for diapering only

20. Carpets/Floors

- Vacuumed or washed daily
- Steam cleaned monthly in infant rooms, every 3 months in other rooms
- "No shoe/clean shoe policy" recommended in infant room

21. Meal/Snack preparation

- Hands are washed at a "clean" sink
- Tables, counters, any surface used for food service/ prep (top of shelves, carts, etc.) and highchair trays sanitized before and after meals/snacks - make sure surface is dry before using
- If dishcloth is used instead of paper towels for food surface prep, can use for one meal/snack only
- Tongs, utensils, gloves used instead of directly touching food - do not reuse gloves
- Table set in sanitary manner
- Serving bowls/plates containing food are kept covered when not in use
- Styrofoam dishware/cups and disposable utensils are not recommended for children under 3 years of age

22. Washcloths

- One per child, for one meal only
- Do not replace handwashing

23. Garbage receptacles

- Clean covers daily
- Cover should be disinfected daily if used for diapering and accessible to children
- Inside should be cleaned and disinfected when soiled
- Foot operated lids recommended
- Must have one for diapers/pull-ups only
- Can be uncovered if used for used paper towels only
- Must be covered if used for food or diapers
- Emptied at least daily

24. Fresh Air

- Take the children outside at least daily, weather permitting
- Open windows daily
- No air fresheners