



Rm: __ Caterpillar __ Butterfly __ Busy Bee __ YSA __ OSA

Date: _____ Staff Name _____ Staff Signature _____

Classrooms Daily Cleaning, Sanitizing & Disinfecting Checklist- 8-28-2020

Food Areas: Clean and Sanitize Before & After Eating

	Break Fast	Lunch	Snack	Dinner
Tables	Yes No	Yes No	Yes No	Yes No
High Chairs	Yes No	Yes No	Yes No	Yes No
Food Prep Area	Yes No	Yes No	Yes No	Yes No

Child care Areas

- ☐ Toys - Clean and Sanitize before next child from different family can use:
- ☐ Cabinet doors & handles: Clean and Sanitize
- ☐ Computer keyboards & Mouse: Clean & Sanitize before next child use
- ☐ Phones: Clean & Sanitize before and after each use.
- ☐ Floors: Clean and Mop with *disinfectant*.
- ☐ Light Switches
- ☐ Hand washing sinks and faucets, sanitize
- ☐ Trash cans: Disinfect

Toilet & Diapering Areas

- ☐ Changing Tables: Clean with soap & water & Disinfect after use.
- ☐ Floors: Clean and mop with *disinfectant*.
- ☐ Diaper Trash Can: Remove trash, clean & disinfect.

Fabric

- ☐ Sheets, Mats covers & Blankets: Assigned to each child & Launder each week
- ☐ **Center Masks:** Collect in Dirty Mask bin & launder each day.
- ☐ Cots: Clean and disinfect after each use.
- ☐ Chairs: Clean and Sanitize each day.

Playground: Take sanitizing spray bottle - **sanitize** - bikes, - slides before leaving.

Handwashing: for staff and students- **20 Seconds- Sing Happy Birthday Twice**

- ☐ Upon Arrival
- ☐ Before & After Eating & assisting Children with meals & bottles
- ☐ Before & After preparing food, bottles & drinks
- ☐ Before & After Medication administration.
- ☐ After playing outdoors
- ☐ After Toileting & Diapering
- ☐ After using toilet or helping child use bathroom
- ☐ After Coughing, sneezing or blowing nose
- ☐ After coming in contact with bodily fluids
- ☐ After Handling garbage



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Daily Deep Cleaning at the Close of Day- to be done by closing staff

Clean, **Sanitizing with Electric Sprayer. Disinfect using Spray bottle.** Leave to dry. Steam treat the carpets. This treatment has to be done throughout the center before closing.

☐ **Bathrooms: Clean and *Disinfect using spray bottle***

- ☐ Hand Washing faucet & sinks,
- ☐ Floors
- ☐ Toilet seats
- ☐ Light Switch
- ☐ Counters
- ☐ Trash Cans

☐ **Classroom: Clean, Sanitize and Steam. Use an electric sprayer to sanitize.**

- ☐ Carpets - Steam
- ☐ Classroom floors clean and Sanitize
- ☐ Shelves and counters, Tables and Chairs
- ☐ Hand washing sinks
- ☐ Light Switches
- ☐ Toys
- ☐ Trash cans

☐ **Front lobby - Clean and Sanitize. Use an electric sprayer to sanitize.**

- ☐ Floor
- ☐ Door Handles & Push Bar,
- ☐ Table

☐ **Hallways- Clean and Sanitize. Use an electric sprayer to sanitize.**

- ☐ Mats
- ☐ Light Switches
- ☐ Floors
- ☐ Door handles

☐ **Kitchen: Clean and Sanitize. Use an electric sprayer to sanitize.**

- ☐ Faucet & Sink
- ☐ Table & Chairs
- ☐ Floor,
- ☐ Kitchen Countertops,
- ☐ Can Opener
- ☐ Cabinet doors & handles,
- ☐ Drawer Doors & Handles
- ☐ Refrigerator Door & Handle
- ☐ Trash Cans