

## Policy Statement

- We aim to maintain a healthy, clean and hygienic environment that promotes the health of the children, staff and families using our service. Children and parents will be encouraged to share ownership of maintaining hygiene practices in the service and in the prevention of infection control.
- Staff will ensure that they maintain and model current best practice hygiene procedures as advised by NSW health authorities. Staff will engage children in experiences, conversations, routines and responsibilities that promote children's understanding of the importance of hygiene for the wellbeing of themselves and others ("My Time, Our Place" Outcomes 3.2, 4.2, 4.3)

## Considerations

- ✓ The education and Care Services National Law 2010
- ✓ The Education and Care Services National Regulation 2011
- ✓ The Education and Care Services National Quality Standards 2011
- ✓ My Time, Our Place" Outcomes 3.2, 4.2, 4.3
- ✓ NSW Department of Health.
- ✓ Activity Centres Incorporated Food Handling Policy, ACI Water Safety Policy, ACI First Aid Policy – Management of Incident, Injury, Illness and Trauma, ACI Animal and Pet Policy and ACI Laundry Policy.

## Procedures

- Informal education in proper hygiene practices will be conducted on a regular basis, either individually or as a group through conversation, planned experiences, inclusion in service routines and reminders.
- Health and hygiene practices will be highlighted to families, and where appropriate information sheets or posters will be used to support these practices.
- Staff will maintain and model appropriate hygiene practices and encourage the children to adopt hygienic practices.
- Staff will aim to provide a non-judgmental approach to differences in hygiene practices from within the centre and the standards between families. Where home practices differ to standards followed in the service, Staff are to remind children that these are practices are to be followed in the service, but they may be different to what they do at home.
- Hand washing will be practised by all educators and children, before preparing or eating food and after all dirty tasks such as toileting, cleaning up any items, wiping a nose, after administering first aid, or handling an animal (See ACI Animal and Pet Policy)
- Staff are to ensure that centre toys, dress-ups, paint shirts, and other materials and resources will be cleaned and sanitised on a regular basis, at least once a term, to ensure a hygienic environment.
- All staff must wear disposable gloves when in contact with blood, open sores or other bodily substance, clothes contaminated with bodily fluids, or cleaning up a contaminated area. Hands must be washed after removing the gloves. Once area has been cleaned and sanitised, with the use of paper towel, soiled paper towels and gloves will be double bagged (disposed of separately to regular rubbish). Any centre linen, pillows and blankets shall be double bagged and washed as per current Activity Centres Inc. Laundry Policy.
- Staff with skin conditions (dermatitis, psoriasis etc) should cover their wounds and wear disposable gloves when cleaning, and handling food.
- Staff with open wounds, cuts and abrasions must have them covered, with a high viability blue band aid, whilst at work and if on hands, must wear gloves when cleaning and preparing food. (See ACI food handling policy for more details).
- Used gloves should be disposed of appropriately.
- All toilet facilities will have access to a basin or sink with running water, soap and paper towel will be made available wherever possible for washing and drying hands. Staff are responsible for the monitoring of the availability of soap and paper towel.
- Contracted cleaners may be hired to clean and sanitise toilets and other area's shared facilities and areas within service grounds (e.g.: school hall at BRAC and Library at TWAC). If these areas are not being cleaned appropriately and effectively, staff are to inform appropriate contact at venue. These areas are to be checked regularly to monitor and ensure appropriate hygiene standards are being met and maintained. If staff are required to clean these shared area's then ACI Hygiene and Cleaning Policy and procedures, outlined on this policy, must be followed.
- Service refrigerator is to be cleaned out once a week to ensure that no food scraps are accumulating. Staff are to follow the procedures outlined in this policy for cleaning 'food preparation areas and kitchen' when cleaning the refrigerator.

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- Kitchen cupboards will be cleaned out on a regular basis to ensure they are kept in a hygienic state to protect against any vermin outbreak. Staff are to follow the procedures outlined in this policy for cleaning 'food preparation areas and kitchen' when cleaning the kitchen cupboards.
- Women and girls, wherever possible, will have access to proper feminine hygiene disposal.
- Soap and paper towel will be available in the kitchen area.
- Separate eating and drinking utensils must be provided to each child and educator.
- There will be bins provided for service rubbish. Bins are to be emptied at least once daily (but more if required) into the outside garbage units, that are collected regularly. Bin liners should be replaced after old ones are removed. Bins should be cleaned and sanitised once a week.
- All buckets and tubs of water are to be supervised at all times and water disposed of, buckets and tubs turned upside to dry in line with ACI Water Safety Policy.
- ACI services are to be thoroughly cleaned after every session, following method's outlined in this policy. Coordinators at each service are to ensure staff are aware of cleaning procedures and tasks that need to be completed throughout the session and at the end of their shift.
- ACI procedures to clean and sanitise the services, daily and as required, are as follows.

Area/Tasks	Equipment Needed	Method
<u>Food Preparation Areas/Kitchen</u> <ul style="list-style-type: none"> <li>• Kitchen Benches</li> <li>• Breakfast table</li> <li>• Afternoon tea table</li> <li>• Any surface used to prepare, serve and consume food.</li> <li>• Refrigerator</li> <li>• Kitchen Cupboards</li> </ul>	<ul style="list-style-type: none"> <li>• Yellow Cloth</li> <li>• Surface cleaner</li> <li>• Disinfectant</li> <li>• Paper towel</li> <li>• Bucket</li> <li>• Disposable Gloves - (Needed if have cuts or open sores on hands, and to prevent skin dryness)</li> </ul>	<p>This method is to be followed both before food is prepared and served and when cleaning up after food has been prepared and served.</p> <ul style="list-style-type: none"> <li>• <b>Yellow cloths</b> are to be used to clean and sanitise food preparation areas and clean up food spillages and waste.</li> <li>• Ensure you are wearing clean disposable gloves.</li> <li>• Fill a cleaning bucket (bucket designated for cleaning only at each service) with hot water.</li> <li>• Pour surface cleaner directly onto damp yellow cloth or directly onto surface to clean.</li> <li>• Rinse yellow cloth in hot water. Wipe over table again with wet cloth to remove soapy residue.</li> <li>• Squirt disinfectant (mixed as per bottle instructions) directly onto surface, wipe over with a clean paper towel, and ensure the entire surface is damp with disinfectant. Allow surface to air dry to ensure disinfectant has had time to work.</li> </ul>
<u>Washing Dishes</u>	<ul style="list-style-type: none"> <li>• Yellow Cloth</li> <li>• Dishwashing liquid</li> <li>• Disinfectant</li> <li>• Paper Towel</li> <li>• Disposable Gloves</li> <li>• Dishwashing gloves</li> </ul>	<ul style="list-style-type: none"> <li>• Kitchen Sink Must be cleaned and sanitised prior to washing dishes. Procedures for this are the same as all food preparation areas/kitchen that are outlined above.</li> <li>• Scrape all food from dishes/utensils into the bin, then pre rinse.</li> <li>• Squirt dishwashing liquid into sink and fill with hot water.</li> <li>• Water MUST be hot and clean – change water regularly as needed. (about 70°) – Washing gloves must be worn to prevent scalding.</li> <li>• Where possible, add warm clean water to second sink for rinsing. If not possible rinse dishes by pouring hot water over them.</li> <li>• Thoroughly wash items with <b>Yellow cloth</b> and rinse before allowing dishes to drip dry on dish rack.</li> <li>• It is recommended that dishes be left to drip dry wherever possible. If dishes must be towel dried, a clean fresh towel must be used.</li> </ul>
<u>Indoor Areas/Surfaces</u> <ul style="list-style-type: none"> <li>• Main rooms</li> <li>• Indoor play rooms/spaces</li> <li>• Administration areas</li> <li>• Sign in/out desk etc</li> </ul>	<ul style="list-style-type: none"> <li>• Pink or Blue Cloth</li> <li>• Surface cleaner</li> <li>• Disinfectant</li> <li>• Paper Towel</li> <li>• Gumption</li> <li>• Bucket</li> <li>• Disposable Gloves.</li> <li>• Vacuum</li> </ul>	<p>This method is to be followed to clean all indoor play spaces – including shared spaces with the schools if ACI staff are required to clean these spaces.</p> <ul style="list-style-type: none"> <li>• Pack up, put away and tidy any equipment not currently being used for children's activities – encourage children to assist where appropriate.</li> <li>• <b>Pink or Blue Cloths</b> are to be used to clean surfaces in indoor areas, this includes (but not limited to) window's, tables, parent sign in area, and chairs.</li> <li>• Ensure you are wearing clean disposable gloves.</li> <li>• Fill cleaning bucket with hot water.</li> <li>• Pour surface cleaner directly onto damp pink or blue cloth or directly onto surface to clean.</li> <li>• Rinse pink or blue cloth in hot water. Wipe over table again with wet cloth to remove soapy residue.</li> <li>• Gumption may be used to remove stubborn stains (like texta) – should be applied with paper towel and cleaned off with damp pink or blue cloth.</li> <li>• Phone, computer keyboards and other office equipment (eftpos machine) should be sanitised daily with the use of a small amount of disinfectant, squirted onto paper towel and used to wipe down this equipment.</li> <li>• Computer vents should be vacuumed at least once a week.</li> </ul>
<u>Toilets</u>	<ul style="list-style-type: none"> <li>• Disposable Chux</li> <li>• Disposable Gloves</li> </ul>	<u>In Room Toilets</u> <ul style="list-style-type: none"> <li>• Ensure you are wearing clean disposable gloves.</li> </ul>

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Area/Tasks	Equipment Needed	Method
<u>Toilets Cont...</u>	<ul style="list-style-type: none"> <li>• Toilet Cleaner</li> <li>• Surface Cleaner</li> <li>• Disinfectant</li> <li>• Toilet Brush</li> </ul>	<ul style="list-style-type: none"> <li>• Fill bucket with hot water</li> <li>• Flush toilet if needed – add toilet cleaner and leave for 5 minutes.</li> <li>• Pour surface cleaner directly onto damp chux or directly onto surface. Wipe all surfaces (hand basins, taps, door knobs, soap dispenser, splash back,).</li> <li>• Rinse chux in hot water. Wipe over surfaces again to remove soapy residue.</li> <li>• After 5 minutes is up use toilet brush to clean toilet bowl ad flush toilet. Then pour surface cleaner onto chux and clean toilet, starting at cistern, seat, outside the pan, pipes, s bent and top of bowl. Once toilet has been done – dispose of chux and get a new one for each toilet.</li> <li>• Repeat the above steps for ALL above mentioned surfaces with disinfectant. Squirt disinfectant (mixed as per bottle instructions) directly onto surface, wipe over with a clean paper towel, and ensure the entire surface is damp with disinfectant. Allow surface to air dry to ensure disinfectant has had time to work.</li> </ul> <p><u>School/Public Toilets</u> – (usually contracted school cleaners do this but if ACI staff are required to clean them for any reason this is the method we will follow)</p> <ul style="list-style-type: none"> <li>• Ensure you are wearing clean disposable gloves</li> <li>• Fill Bucket with hot water</li> <li>• Flush toilets of needed – add toilet cleaner and leave.</li> <li>• Pour surface cleaner directly onto damp chux or directly onto surface. Wipe down hand basins, soap dispensers, taps and splash back.</li> <li>• Rinse Chux in hot water. Wipe over surfaces again to remove soapy residue.</li> <li>• Repeat the above steps for all surfaces with disinfectant. Squirt disinfectant (mixed as per bottle instructions) directly onto surface, wipe over with a clean paper towel, and ensure the entire surface is damp with disinfectant. Allow surface to air dry to ensure disinfectant has had time to work.</li> <li>• Dispose of used Chux.</li> <li>• Pour full strength disinfectant in boy's urinals and on floors around the toilets.</li> <li>• Use school hose to hose out the toilets – allow to air dry.</li> </ul>
<u>Floors</u>	<ul style="list-style-type: none"> <li>•Broom</li> <li>•Vacuum</li> <li>•Mop Bucket</li> <li>•Mop</li> </ul>	<p><u>CARPET</u></p> <ul style="list-style-type: none"> <li>• Pick up any large bits of rubbish, toys etc so they do not block vacuum cleaner.</li> <li>• Vacuum, ensure the edges, under bins and mats and behind doors etc are all done – items may need to be moved.</li> <li>• This should be done at least once a day.</li> </ul> <p><u>HARD FLOORS</u></p> <ul style="list-style-type: none"> <li>• Vacuum or sweep - ensure the edges, under bins and mats and behind doors etc are all done – items may need to be moved. This should be done as needed throughout the day.</li> <li>• At least once a day ensure hard floors are mopped. <ul style="list-style-type: none"> <li>- Add ¼ cup of floor cleaner to ½ a bucket of warm water.</li> <li>- Mop all areas of the floor – you may need to move items – please note that there is separate mop for the toilets (labelled toilets) that must be used to clean this hard floor area.</li> <li>- Empty bucket outside and hang mop outside on hook to dry.</li> </ul> </li> </ul>
<u>Bins</u>	<ul style="list-style-type: none"> <li>• Disposable chux</li> <li>• Disposable gloves</li> <li>• Surface Cleaner</li> <li>• Disinfectant</li> <li>• Bucket</li> <li>• Paper towel</li> </ul>	<p>In line with this policy bins should be cleaned and sanitised at least once a week using the following method.</p> <ul style="list-style-type: none"> <li>• Ensure you are wearing clean disposable gloves.</li> <li>• Take bin liners out of bins and dispose of rubbish.</li> <li>• Fill bucket with hot water.</li> <li>• Pour surface cleaner directly onto damp chux. Wipe down bins both inside and out. Rinse chux in hot water. Wipe over surfaces again to remove soapy residue.</li> <li>• Squirt disinfectant (mixed as per bottle instructions) directly onto and into bin, wipe over with a clean paper towel, and ensure the entire surface is damp with disinfectant. Allow surface to air dry to ensure disinfectant has had time to work.</li> <li>• Dispose of chux after use.</li> </ul>
<u>Craft Cleaning</u>	<ul style="list-style-type: none"> <li>• Disposable Chux</li> <li>• Disposable gloves</li> <li>• Surface cleaner</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure you are wearing disposable gloves.</li> <li>• Fill bucket with hot water.</li> <li>• Pour surface cleaner directly to chux. Clean area, rinsing the cloth into a bucket as needed. You</li> </ul>

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<u>Craft Cleaning Cont...</u>	<ul style="list-style-type: none"> <li>• Bucket</li> <li>• Gumption</li> <li>• Paper towels</li> <li>• Broom</li> </ul>	<p>may need to empty and refill the bucket with clean water as needed.</p> <ul style="list-style-type: none"> <li>• Gumption may be used to clean stubborn stains.</li> <li>• Dispose of chux once area has been cleaned – may need to replace it during cleaning if it becomes too dirty.</li> <li>• Sweep floor around craft area to ensure area is tidy after craft is completed.</li> </ul>

### **Checklist for Staff**

- Be aware of family and cultural differences relating to hygiene.
- Remind children that these are practices to be followed in the service but may differ from what's done at home.
- Staff to model appropriate hygiene practices at the centre, encourage children to follow good hygiene, and use every day occurrences at the service to educate children in groups and individually.
- Staff to wear disposable gloves when dealing with bodily fluids, blood and cleaning. These are provided at all services.
- Children should be encouraged not share eating utensils.
- ACI staff to follow method's outlined in this policy at all times.

\_\_\_\_\_ end of policy \_\_\_\_\_

Policy is only endorsed if initialled by 2 members of the management committee

**Endorsed by the Management Committee on the 25<sup>th</sup> March 2016**

**Policy is to be reviewed by the 25<sup>th</sup> March 2019**