



Bi-County Collaborative

Making It Possible

Cleaning, Sanitizing, and Disinfecting

A. Resources and Supplies: Below is information about supplies that must be used for cleaning, sanitizing, and disinfecting. BICO will provide all programs with EPA-registered disinfectants, staff are responsible for cleaning and disinfecting high touch areas in classrooms when soiled and also at the end of each day. This is inclusive of shared classroom supplies, desks, tables, chairs, etc.

*Tables and/or desks must be cleaned prior to eating each day and allowed appropriate air-dry time before placing food items on areas. Tables and/or desks must be cleaned again after coming into contact with food items.

(1) Programs must use EPA-registered disinfectants and sanitizers for use against COVID-19. Follow directions on the label, including ensuring that the disinfectant or sanitizer is approved for that type of surface.

(8) Only single use, disposable paper towels shall be used for cleaning, sanitizing, and disinfecting. Sponges shall not be used for sanitizing or disinfecting.

(9) All sanitizing and disinfecting solutions must be labeled properly to identify the contents, kept out of the reach of students, and stored separately from food items.

(10) Avoid aerosols, they contain propellants that can affect breathing. Pump or trigger sprays are preferred.

B. Proper Usage: Proper guidelines must be followed when cleaning, sanitizing, and disinfecting.

(1) All spray sanitizing and disinfecting solutions must be used in areas with adequate ventilation and never in close proximity to students or staff with Asthma or other respiratory conditions.

(2) To ensure effective cleaning and disinfecting, always clean surfaces with soap and water first, then disinfect using a diluted bleach solution, alcohol solution with at least 70% alcohol, or an EPA-approved disinfectant for use against the virus that causes COVID-19. Cleaning first will allow the disinfecting product to work as intended to destroy germs on the surface.

(3) Use all cleaning products according to the directions on the label. Follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.

(4) Surfaces and equipment must air dry after sanitizing or disinfecting. Do not wipe dry unless it is a product instruction. Careful supervision is needed to ensure that students are not able to touch the surface until it is completely dry.

(5) Keep all chemicals out of the reach of children both during storage and in use.

(6) Keep chemicals in their original containers. If this is not possible, label the alternate container to prevent errors

C. General Guidelines for Cleaning, Sanitizing, and Disinfecting: BICO staff must follow these general guidelines for cleaning, sanitizing, and disinfecting.

(1) Intensify the program's routine cleaning, sanitizing, and disinfecting practices, paying extra attention to frequently touched objects and surfaces, including door knobs, bathrooms and sinks, keyboards, and bannisters.

(2) Clean and disinfect toys and activity items, including sports and specialty activity equipment used by students used more frequently than usual and take extra care to ensure that all objects that children put in their mouths are removed from circulation, cleaned, and sanitized before another child is allowed to use it.

(3) While cleaning and disinfecting, staff must wear gloves as much as possible. Handwashing or use of an alcohol-based hand sanitizer after these procedures is always required, whether or not gloves are used.

D. Cleaning, Sanitizing, and Disinfecting Indoor Play Areas: BICO staff must follow these guidelines for cleaning, sanitizing, and disinfecting indoor play areas.

(1) Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures. Programs should conduct regular inspection and dispose of books or other paper-based materials that are heavily soiled or damaged.

(2) Machine washable cloth toys cannot be used.

(3) Toys that students have placed in their mouths or that are otherwise contaminated by body secretions or excretions must be set aside until they are cleaned by a staff member, wearing gloves. Clean with water and detergent, rinse, and air-dry or clean in a mechanical dishwasher.

(4) For electronics, such as tablets, touch screens, keyboards, and remote controls, remove visible contamination if present. Consider putting a wipeable cover on electronics. Follow manufacturer's instruction for cleaning and disinfecting. If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Wait in accordance with the manufacturer's directions and then dry the surface thoroughly or allow to air dry. ****Please note, Chromebook screens cannot be wiped with alcohol-based wipes.**

E. Cleaning, Sanitizing, and Disinfecting Outdoor Play Areas: Programs must follow these guidelines for cleaning, sanitizing, and disinfecting outdoor play areas.

(1) Playgrounds shared by multiple programs may be used provided there is a plan for proper cleaning and disinfection between each group's use. In host district schools, all BICO programs will follow the guidelines and expectations for playground equipment use set by the individual district.

(2) High touch surfaces made of plastic or metal, including play structures, tables and benches, should be frequently cleaned and disinfected.

(3) Cleaning and disinfection of wooden surfaces or groundcovers (mulch, sand) is not recommended.

F. Cleaning, Sanitizing, and Disinfecting After a Potential Exposure in Day Programs: If a program suspects a potential exposure, they must conduct cleaning and disinfecting as follows.

(1) Close off areas visited by the ill persons. Open outside doors and windows (when accessible) and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection. Programs must plan for availability of alternative space while areas are out of use.

(2) Cleaning staff must clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (e.g., tablets, touch screens, keyboards) used by the ill persons, focusing especially on frequently touched surfaces.

Clean

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant.
- Cleaning with soap and water reduces the number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces.
 - More frequent cleaning and disinfection may be required based on level of use.
 - Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.

- High touch surfaces include:
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- To properly disinfect, BICO staff will only use products provided by the Collaborative. These products are EPA-registered disinfectants for surface use.
- Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend:

- Keeping the surface wet for a period of time (see product label).
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

Always read and follow the directions on the product label to ensure safe and effective use.