

Hygiene Policy

Goal:

To provide a system for maintaining a high level of hygiene and hygienic practices.

Statement:

The Person Responsible will initiate these procedures and ensure the ongoing adherence to this policy.

Procedure:

Bleach Solution

1. A Ministry of Health approved 0.5% bleach solution will be renewed daily for cleaning purposes throughout the Centre (see **Appendix A**).

Toilets

2. The Centre will provide disposable gloves for all toilet and nappy area related cleaning and nappy changes.
3. All hand washing basins, nappy changing area and toilets will be cleaned each day by teachers and contract cleaners using the above bleach solution.
4. The nappy change mat and surrounding area will be cleaned with the bleach solution after each use.
5. Soiled nappies will be processed as detailed in **Appendix B**.
6. White cloths will be used specifically for cleaning the toilets. These will be soaked in the bleach solution. A separate soaking bucket will be specifically used for the white cloths. These will be hot washed and dried separately from all other washing.
7. Toilet rubbish i.e. used paper towels and used disposable nappies will be removed each day.
8. The toilet floor will be swept and mopped each day, or more frequently as required.
9. Hands will be washed and sanitised after each cleaning process is complete.

Laundry

10. The laundry will be locked whenever any adult leaves that room.

11. Two separate laundry baskets will be used, one for floor towels and cleaning cloths, and the other for all other items that do not require soaking.
12. Soak buckets containing the bleach solution will be used to sanitize items as necessary, these will be kept in the laundry, away from children's reach.
13. Separate soak buckets will be used to separate soiled items from other items.
14. The contents of each soak bucket will be washed and dried separately from all other laundry.
15. All items will be washed according to the Laundry Schedule **Appendix C**
16. The cupboard where the laundry powder and cleaning solutions are kept will be locked at all times.
17. The daily cloth nappies, liners and wipes laundering process is as outlined in **Appendix B**.
18. Cloth nappies will be stripped and sanitised between use of different children. The process is outlined in **Appendix D**.
19. At any time when there is an outbreak in the Centre, disposable nappies and disposable wipes will be used until the outbreak has passed. Extra attention will be taken with bleach solution to all areas.

Kitchen

20. The bleach solution of bleach will be used to clean kai tabletops and any other food surfaces.
21. Cloths for different purposes are specific colours as per the cleaning Schedule (**Appendix I**)
22. The microwave, fridge, drawers and lunchbox shelves will be cleaned with a bleach solution weekly.
23. A separate broom, brush and shovel are to be used for the kitchen and food areas.
24. The kitchen floor will be swept throughout the day as required and washed daily

Blood

25. Whenever any clothes, cloths or surfaces are contaminated by blood, teachers will wear disposable gloves and clean the blood with a cleaning cloth and bleach solution. All washing items will then be placed in a separate bleach solution and hot washed then dried separately.

Bedding

26. All children's bedding will be washed weekly, or more frequently as required on a hot wash. A bedding washing schedule (**Appendix E**) will be displayed on the wall in each sleeping area and in the laundry.

Water Fountain

27. The children's water fountain will be cleaned daily with the kitchen bleach solution.

Term Clean

28. At the end of each term, teachers and contract cleaners will undertake a thorough cleaning process throughout the centre (**Appendices F and G**).

This policy will be reviewed as per the policy review schedule.

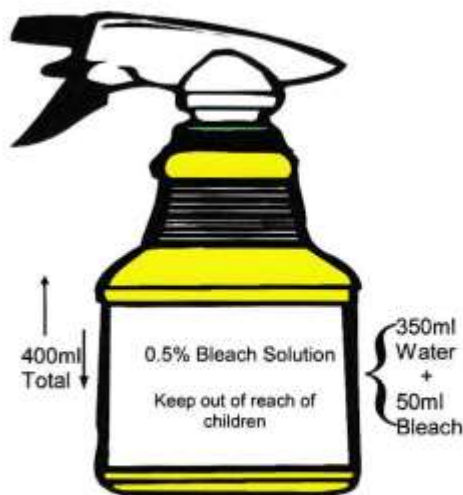
Date: 8 August 2020

Appendix A: Bleach Solution

How to make a 0.5% bleach solution

Bleach containing 4% hypochlorite¹

1. Diluted disinfectant solution must be made up fresh every few days, or it may not work. Check that the bleach is not past its use-by date.
2. A (500ml) container should be labelled "0.5% bleach solution" and "Keep out of reach of children". Check the label has not faded or come off, and that the container is not damaged or perished.
3. Wear gloves when handling bleach, particularly undiluted bleach. Bleach may irritate the nose, lungs and skin, or damage clothing. Never mix chemicals, as toxic gases can be produced.
4. Fill the container with 50ml of bleach using a measuring cup to measure the bleach first.
Suggestion: Mark the container with permanent marker for next time.
5. Add 350ml of water (measured with a measuring cup), or up to the 400ml mark if the container has one. *Suggestion:* Mark the container at the 400ml mark.
6. Put the cap tightly on the container and mix gently and carefully.
7. Bleach solution must be kept out of reach of children. Undiluted bleach must be stored in a childproof area (e.g. inside a locked cupboard), and away from light and heat (which can reduce its effectiveness).
8. The ends of the day discard all remaining bleach solution. *Suggestion:* Use the leftover bleach for soaking toys while completing other tasks at the end of the day.



Bleach containing other concentrations of hypochlorite

Follow the above instructions, but alter the quantities of bleach and water according to the following table:

Strength of bleach % Hypochlorite	g/l hypochlorite	Quantity of bleach	Quantity of water	Total volume of diluted solution
0.5% ²	0.5g/l	Use undiluted	Nil	Use undiluted
2 %	2 g/l	100 ml	300 ml	400 ml
3 %	3 g/l	50 ml	250 ml	300 ml
4 %	4 g/l	50 ml	350 ml (as above)	400 ml (as above)
5 %	5 g/l	50 ml	450 ml	500 ml

To increase the amount of 0.5% solution made Double (or triple) the amount of bleach and water added.

¹ Most bleach available at supermarkets contain about 4% hypochlorite.

² Recently 0.5% hypochlorite solution has become available for use undiluted (straight from the bottle). Check for a manufacturer's assurance that the concentration will not vary significant or reduce over time to less than 0.5%.

Appendix B: Laundry Procedure for Cloth Nappies, Liners and Bottom Wipes Washing

1. Used cloth nappies, liners and bottom wipes will be placed in separate dry bins until the end of the day. One bin for soiled items and another for wet items.
2. A small bucket will be provided for soiled items to be placed in during nappy changing. This will then be used to transfer the soiled items to the soiled nappy bin. The bucket will be cleaned with the bleach spray solution after each use.
3. The dry nappy buckets will be taken to the laundry for washing.
4. Wet nappies will be washed first, while soiled nappies are cleaned.
5. Wearing a plastic apron, glasses, face mask, gloves and gumboots, a teacher will rinse and scrape the excess soiling off the nappies, preparing then for laundering. A window will remain open during this process for ventilation.
6. There will be a maximum of 18 nappies per wash load.
7. First, the nappies will have a quick warm wash – turn the dial on the washing machine to eco wash, adjust water level accordingly (should take approximately 35 minutes), add ½ scoop of approved washing powder (see **Appendix H**).
8. Follow this with a normal hot wash (60 degrees c). Turn the dial on the washing machine to Normal, adjust the water level to 7 or 8, add 1 ½ scoops of approved laundry powder (see **Appendix H**), one scoop of soak solution powder, and 2 capfuls of 'Canesten' into the fabric softener dispenser.
9. To dry, hang these items outside on the line, in the sun whenever possible. Alternatively, hang in the laundry on the overhead rack, ensuring the window is open for maximum air circulation.
10. A dehumidifier is available to assist the nappies to dry overnight if needed. This will be emptied each day after use.
11. If a dryer is required to complete the drying process, use only the low temperature setting.
12. Before nappies are folded, a red towel will be placed on the surface.
13. Nappies are to be folded on the red towel with liners and replaced in each child's nappy basket in the children's bathroom ready for use.

Appendix C: Laundry Schedule

Laundry Schedule

Week commencing: ____/____/____

All loads must be hot washed and dried separately

Daily:

- Facecloths and bibs;
- Wet cloth nappies and liners/bottom wipes/toilet cloths (white);
- Soiled cloth nappies and liners.

Weekly or as required:

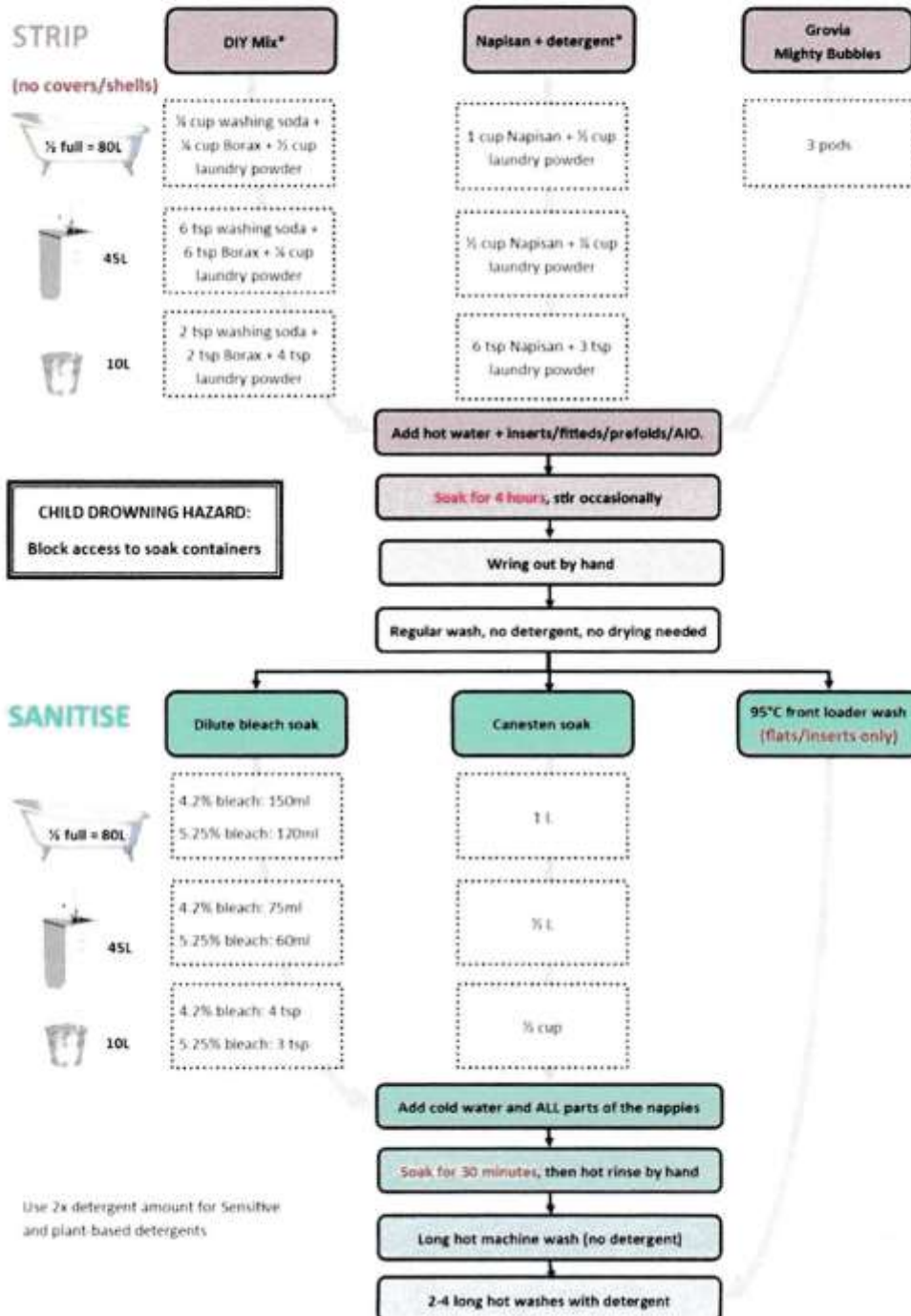
- Hats, summer and winter;
- Tea towels/dishcloths (Blue for food surfaces);
- Sheets/blankets/mattress protectors/linen bags (refer to 'Sheets to be washed' schedule);
- Floor towels (white);
- Floor cloths (green);
- Art cloths (yellow);
- Body towels (orange);
- Jackets/dress ups/dolls clothing;
- Wall /rubbish bin cloths (pink);
- Baby area soft toys/fabrics.

All of these items will be washed more frequently as required.

Appendix D: Strip and Sanitise Process

Strip and sanitise process

Jan 2017



Appendix E: Sheets to be washed

Sheets to be washed

Monday	Tuesday	Wednesday	Thursday	Friday
1.	1.	1.	Hats	1.
2.	2.	2.		2.
3.	3.	3.		3.
4.	4.	4.		4.
5.	5.	5.		5.

Appendix F: Term Clean

Term Clean

At the end of each term teachers and contract cleaners will undertake a thorough cleaning process throughout the Centre, as follows:

Teachers will clean all shelves, cupboards, lockers, resources and equipment contained within, in the: Storeroom; Main Room; Kitchen; Art Area; Laundry; Children's Bathroom; Adult Bathroom; Baby SleepRoom; Over-Two Sleep Room; Office and Deck. The bleach solution will be used for cleaning.

This process will begin before the end of term to ensure all tasks are completed. At a teacher meeting one month prior to the end of term, teachers will be allocated areas of responsibility to undertake cleaning.

For full schedule of responsibilities of teachers, see Cleaning Schedule **Appendix I**.

For full schedule of responsibilities of contract cleaners **Appendix G**.