

Park Forest Preschool
Cleaning and Sanitation Policy and Procedures
Adopted 08-2021

During the COVID-19 pandemic, the health and safety of our students, parents, staff, and volunteers is our top priority. Park Forest Preschool will follow the CDC, American Academy of Pediatrics and PA Department of Education guidelines for best practices to decrease the spread of the virus.

Student and adult hand-washing frequency:

1. Students' hand washing will be closely supervised by an adult to ensure they wash thoroughly.
2. Adult and student hand washing will be done frequently throughout the day:
 - Before beginning small group activities or using sensory play materials
 - After using the bathroom
 - Returning from the playground or outdoor experiences
 - Before transitioning to gross motor/breakfast or lunchroom
 - After assisting a child who has sneezed

Managing educational materials/toys:

1. Educational materials/toys on tables and shelves will be for the immediate day's activities.
2. Stuffed animals and all cloth items will be limited to items that can be laundered daily. Small area rugs will be removed.
3. Bins for dirty toys will be readily available in the classroom.
4. Limiting sharing of crayons, markers, scissors, playdough, and other writing devices through providing individually marked student pencil boxes.
5. Once a small group activity ends, the used educational materials will be placed in the dirty toy bin to be disinfected, before they are used the next day.
6. When gross motor play occurs in lunchroom, teachers will wipe bike handles, scooters, etc. down before an item is passed to a new student.
7. High-traffic handrails on playground equipment will be sprayed with disinfectant after breakfast and at the end of each day.

All water fountains will be closed to all students and adults.

Cleaning of tables: After morning activities, while children are washing hands or at a rug activity, the staff will wash down tables with soap and water and disinfect using a wipe.

Bathroom cleaning throughout the school day: Once a child has left the stall area to wash their hands and before the next student may use the toilet, an adult will put on a glove and use a disinfectant wipe to wipe down any surfaces the child has touched entering or exiting the area, the toilet flush knob, and the toilet seat.

Classroom cleaning at the end of day: After all children have left the classroom, teachers use protective gloves to scrub down tables with soap and then spray disinfectant on all tabletop surfaces used by children and staff. Leave to air dry.

Designated staff who do daily end-of-day cleaning will wear cleaning gloves and a mask to:

- Mop floors in classrooms and bathrooms 2x/week or more as needed.
- Clean and disinfect all light switches, faucet knobs, sink areas in classroom.
- Vacuum rugs in classrooms daily
- Wash any toys that have been mouthed.
- Spray toys that have been placed in designated “dirty” bins with disinfectant, and lay out on tabel to dry.
- Spray bins of toys located on classroom shelves with disinfectant spray.
- Clean bathrooms downstairs and upstairs - clean daily by wiping down all wall surfaces that users may have touched with hands with cleaning agent, including knobs, light switches, toilet seats and outer surfaces of toilet, sinks, and faucets. Spray all listed surfaces with disinfectant and allow to air dry.
- Mop hallways twice a week

Kitchen and dining room:

Kitchen staff/volunteers will wear gloves and masks to:

- Wash down and disinfect handrails in stairwell twice a day
- Wash and wipe down tables and chair surfaces
- Spray tables and chairs with disinfectant and allow to air dry
- Wash trays, dishes, utensils, and cups in the kitchen, using the industrial dishwasher
- Scrub down all counter surfaces
- If illness in building is suspected or reported-use disinfectant on all counter surfaces
- Launder all linens
- Mop floors in kitchen, hallway, and lunchroom areas twice each week
- When lunchroom is used for gross motor play, if suspected or reported illness- mop and disinfect floor. Otherwise mop 1-2x week as needed.

After completing cleanup/dishwashing, the staff will discard their gloves and wash their hands for two minutes.

