

Cleaning, Sanitizing, and Disinfecting Schedule

| | Cleaned (C) Sanitized (S) Disinfected (D) | Other cleaning methods and notes |
|--|---|--|
| BEFORE and AFTER each use | | |
| Kitchen | | |
| Food preparation surfaces | C/S | Before and after contact with food activity and between preparation of raw food and ready-to-eat foods. |
| Eating surfaces (tables, desks, highchair, booster trays) | C/S | Clean and sanitize multi-use tables before using for eating and before non-food-related activities. |
| AFTER each use | | |
| Mouthed toys and manipulatives | C/S | Use manual or machine dishwashing process (not at the same time as dishes or cutlery). Plush toys should be laundered at the hottest temperature allowable, as per Appendix F. |
| Diaper-changing surfaces/tables, potty inserts, and potties | C/D | |
| DAILY and when dirty | | |
| Bathroom | | |
| Handwashing sinks, faucets/taps, surrounding counters, soap/paper towel dispensers, and door/cubical handles | C/D | |
| Toilet seats, toilet handles, and towel bowls | C/D | |
| Floors | C/D | |
| Countertops and fixtures | C/D | |
| Kitchen | | |
| Floors | C | |
| Stovetops and tabletops | C/S | Sanitize if used as a food contact surface. |
| | C/D | If tabletop is used for non-food-related activities, disinfect prior to use. |
| Kitchen equipment, microwave | C/S | |
| Countertops and sinks | C/S | Countertops used as food contact surfaces need to be sanitized prior to use. |

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|---|---|---|
| DAILY and when dirty | | |
| All areas | | |
| Frequently touched items (e.g., entry/cupboard door handles, desks, tables, children's chairs, doorknobs, door handles, light switches) | C/D | |
| Water table with toys | C/D | Twice daily (midday and end of day). Water is changed. Water table and toys are cleaned and disinfected between uses. |
| Sand/sensory media table with toys | C/D | Toys are removed and cleaned and disinfected between uses. Sensory media remain dry and replaced every three months or more frequently. |
| Throw rugs and carpets | C* | Vacuum daily, clean as needed, and shampoo every three months. Avoid using carpet where there are young children and a high risk of spills. *When there is a blood or bodily fluid spill, steam cleaning and disinfection is required. If they cannot be properly cleaned, they must be discarded. |
| Floors | C | |
| Cleaning items | | |
| Dusting/cleaning cloths | C | Use disposable cleaning items when possible. If disposable is unavailable, launder. |
| WEEKLY and when dirty | | |
| All areas | | |
| Sleeping mats, cots, cribs (railings and mattress), and/or playpens | C/D | Weekly, before use by a different child, and whenever wet or soiled. |
| Bed linens | C | Launder weekly, before use by a different child, and whenever wet or soiled. |
| Outside of garbage containers with foot pedal | C/D | |
| Diaper pails (for cloth diapers) | C/D | Weekly and whenever plastic bag has leaked. Allow to air-dry before replacing plastic bag or closing lid. |
| Windows and ledges at child level | C/D | Damp-wipe. |
| Shared plastic manipulatives and toys | C/D | Manual or machine dishwashing process (not at the same time as dishes or cutlery). |
| Infant/toddler toy shelves and cupboards | C/D | Damp-wipe. |
| Play/gym mats, larger toys and equipment, riding toys, dry play tables, etc. | C/D | Damp-wipe. |
| Gym or sporting equipment | C/D | |
| Musical instruments | C/D | |

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|---|---|--|
| WEEKLY and when dirty | | |
| Manipulatives/toys | | |
| Plastic puzzles, board books | D | Use a disinfectant wipe. Do not spray or immerse in water. |
| Computer keyboards and accessories (video games, mice, controllers, etc.) | D | Use a disinfectant wipe. Do not spray or immerse in water. |
| Chairs | C/D | |
| Upholstered sofas and chairs | C | Vacuum. |
| Pillows and cushion covers used in activity areas | C | Laundry. |
| Soft washable toys | C | Laundry. Plush toys should be laundered at the hottest temperature allowable, as per Appendix F. Where possible, reserve for use by one child. If there is an outbreak, remove soft toys and launder before putting them back out. |
| Dress-up clothes | C | Laundry. If there is an outbreak, remove dress-up clothes and launder before putting them back out. |
| Pet areas | C/D | |
| Cleaning items | | |
| Mops | C | Laundry. Use with a disinfectant when cleaning up bodily fluids, then launder at high temperature. |
| MONTHLY and when soiled | | |
| Kitchen | | |
| Refrigerators | C/S | Clean out the freezer every six months. |
| Ovens | C | |
| All areas | | |
| Cubbies and lockers | C/D | Damp-wipe. |
| Garbage containers (outside) | C | Keep containers covered and emptied weekly. |
| Drapes and curtains | C | |
| Air vents | C | Vacuum. |
| Windows | C | Wash inside and out at least twice a year. |

Guidance for Sanitizing and Disinfecting Solutions

| Chemical and Concentration | Contact Time | Examples of When to Use |
|---|---|--|
| Sanitization | | |
| Quats (Quaternary Ammonium) Surface sanitizing and dishware sanitizing <ul style="list-style-type: none"> Use at 200 ppm of quats. | Follow manufacturer's instructions When used at 200 ppm, no rinse required | <ul style="list-style-type: none"> manual dishwashing food contact surfaces <ul style="list-style-type: none"> eating tables kitchen areas in-place equipment and surfaces (e.g., food preparation and service areas, countertops, large cooking equipment, etc.) anything that children may put in their mouth (e.g., infant/toddler toys) |
| Household Bleach (5.25 % chlorine) Dishwashing <ul style="list-style-type: none"> Use 50 ppm (parts per million) of chlorine bleach (approximately 4 ml of chlorine bleach and 4 litres of water). | One minute | <ul style="list-style-type: none"> manual dishwashing anything that children may put in their mouth (e.g. infant/toddler toys) |
| Household Bleach (5.25 % chlorine) Surface sanitizing <ul style="list-style-type: none"> Use 100 ppm of chlorine bleach. Approximately: <ul style="list-style-type: none"> 1 ml chlorine bleach and 500 ml water, or 8 ml chlorine bleach and 4 litres water | One minute | Food contact surfaces <ul style="list-style-type: none"> eating tables kitchen areas in-place equipment and surfaces (e.g., food preparation and service areas, countertops, large cooking equipment, etc.) |
| Low-Level Disinfection | | |
| Quats (quaternary ammonium) <ul style="list-style-type: none"> generally used at 400 ppm of quats | Follow manufacturer's instructions | <ul style="list-style-type: none"> environmental surfaces: floors, walls, play tables, door handles, light switches, chairs non-mouthed toys diaper change pad and area potty chairs washroom area blood spills, vomit, body fluids, fecal contamination |
| 70 to 95% Isopropyl Alcohol | 10 minutes Follow manufacturer's instructions | |
| 0.5% Accelerated Hydrogen Peroxide | Follow manufacturer's instructions | |
| Household Bleach (5.25 % chlorine) Surface disinfecting <ul style="list-style-type: none"> Use 500 ppm of chlorine bleach (approximately 5 ml of chlorine bleach and 500 ml of water or 40 ml of chlorine bleach and 4 litres of water). | Two minutes | |