

## Hygiene – Policy QO155

### 1. POLICY STATEMENT

Ōtātara Children's Centre is committed to maintaining a high level of hygiene to prevent the spread of micro-organisms such as bacteria, viruses and protozoa.

### 2. AIM

To promote the physical well-being of children and staff  
To ensure that the centre processes meet Licencing Criteria HS101, HS102 & HS103  
To prevent and/or contain the spread of illness

### 3. PROCEDURE

Teachers and other adults working in the centre will follow the Ministry of Health's Recommendations for Cleaning and Sanitising in Early Childhood Centres.

*A two-part process is required:*

#### 1. Cleaning

Cleaning is the removal of visible debris using detergent and water, and is an important first step in removing germs from the environment.

If surfaces are not clean, accumulated dirt and organic matter can protect germs and may make further sanitising processes ineffective. Germs also cannot multiply on clean, dry surfaces.

#### 2. Sanitising

There are a number of items and surfaces that should receive this additional step after cleaning. Sanitising is the inactivation of organisms left on surfaces using heat or chemicals (such as bleach).

In order to work properly, a bleach solution needs enough time to kill (at least 10 minutes), sufficient strength or concentration, and a surface free of organic material, dirt and dust.

### How to clean and sanitise

|   |                  |                                                                                                                                                                                                                                                                                                                                              |
|---|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <b>Pre-clean</b> | Remove dirt and debris by sweeping, scraping, wiping or rinsing with water.                                                                                                                                                                                                                                                                  |
| 2 | <b>Clean</b>     | Use warm water and detergent. Soak if necessary.                                                                                                                                                                                                                                                                                             |
| 3 | <b>Rinse</b>     | Rinse off detergent and any remaining dirt.                                                                                                                                                                                                                                                                                                  |
| 4 | <b>Sanitise</b>  | Sanitise to reduce micro-organisms to safe levels. <ul style="list-style-type: none"><li>▪ Dilute the household bleach with water to make a 0.1% sodium hypochlorite solution.</li><li>▪ Wipe the area using a cloth wet with the sodium hypochlorite solution.</li><li>▪ Leave the solution on the area for at least ten minutes.</li></ul> |
| 5 | <b>Rinse</b>     | Rinse off the solution with water so that children and staff are not exposed to residual solution.                                                                                                                                                                                                                                           |
| 6 | <b>Dry</b>       | Air-dry or use a single-use towel/cloth (used for this purpose only) or disposable paper towels.                                                                                                                                                                                                                                             |

### Making up a diluted bleach solution

Outbreaks in early childhood education centres are caused by a range of micro-organisms, including protozoa, bacteria, and viruses. Diluted bleach solutions are recommended because they provide a cost-effective means of inactivating a broad range of these potentially harmful organisms.

The active ingredient in bleach (sodium hypochlorite) is recognised as having outstanding disinfection properties and is widely available, cost-effective and commonly used in homes, schools, hospitals, swimming pools and in drinking water supplies.

- Diluted bleach solutions must be made up fresh each day, labelled appropriately, and kept out of direct sunlight.
- A 0.1% sodium hypochlorite solution is recommended.
- Wear gloves and appropriate PPE when handling bleach. Bleach may irritate the nose, lungs and skin, or damage clothing.
- Use a measuring cup to put make up the recommended bleach solution, following the instructions in the table below. Please label the container and store appropriately.
- The bleach solution and the undiluted bleach must be kept out of reach of children and away from light and heat (which can reduce its effectiveness).
- Discard all remaining bleach solution at the end of the day. Use the leftover bleach for soaking toys while completing other tasks at the end of the day.

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### How to make a 0.1% Sodium hypochlorite solution for disinfection

If the solution is made up in a 10 litre bucket, simply multiply the volumes by a factor of ten.

| Original strength of bleach (% sodium hypochlorite) | Amount of Bleach (ml) |   | Amount of Water (ml) |   | Total Volume (ml) |
|-----------------------------------------------------|-----------------------|---|----------------------|---|-------------------|
| 1%                                                  | 100                   | + | 900                  | = | 1000              |
| 2%                                                  | 50                    | + | 950                  | = | 1000              |
| 3%                                                  | 33                    | + | 967                  | = | 1000              |
| 4%                                                  | 25                    | + | 975                  | = | 1000              |
| 5%                                                  | 20                    | + | 980                  | = | 1000              |

### When to clean and sanitise

| Area/Event                                            | Type and Frequency                                                                                                                                                                                                                                                 |
|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Nappy-changing areas</b>                           | Should be cleaned and disinfected after every nappy change and at the end of each day.                                                                                                                                                                             |
| <b>Food preparation areas</b>                         | Surfaces should be sanitised before and after food preparation.<br><br>Bleach based wipes should also be used to wipe surfaces such as highchairs, kitchen handles, and rubbish bins at regular intervals.                                                         |
| <b>Floors, sinks, toilets and other hard surfaces</b> | Must be cleaned and sanitised at least daily. Any soiled surfaces should be cleaned immediately.<br><br>Bleach based wipes should also be used to wipe surfaces such as switches, handles, and keyboards at regular intervals.                                     |
| <b>Carpet and soft furnishings</b>                    | If soiled, the affected area should be cleaned using hot soapy water, then steam cleaned.                                                                                                                                                                          |
| <b>Soft toys, and dress-up clothes</b>                | Soft toys should be put away for the duration of an outbreak. Dress-up clothes must be laundered weekly or whenever soiled.                                                                                                                                        |
| <b>Hard toys</b>                                      | Soak in the recommended bleach solution for 30 minutes at least once a day. Alternatively, a dishwasher can be used.<br><br>Large waterproof toys such as ride-on toys, should be washed with a clean sponge or cloth using warm water and detergent.              |
| <b>Linen</b>                                          | Must be laundered between use by different children, and/or when soiled, and at least weekly.<br><br>Each child's bedclothes, clothes and belongings must be kept separated.                                                                                       |
| <b>Sandpits and paddling pools</b>                    | Do not use sand pits during an outbreak. There is no effective means of disinfecting sand. Rake and expose to sunlight, then cover.<br><br>Paddling pools should not be used during an outbreak. Empty and sanitise using the recommended diluted bleach solution. |

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### When to clean and sanitise

| Area/Event              | Type and Frequency                                                                                                                                                                                              |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Faecal accident         | Clean the child in a shub (or similar), change their clothes, and clean and sanitise any soiled surfaces immediately. Soiled clothes should be rinsed out, separated and sent home with the child to be washed. |
| Urine/blood/vomit spill | Wearing appropriate PPE, clean-up and dispose of the matter appropriately. Sanitise the area with bleach and ventilate the area.                                                                                |

| Document information – Office use only |                                                                             |
|----------------------------------------|-----------------------------------------------------------------------------|
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