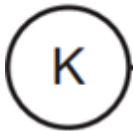


Appendix K: Routine Schedule for Cleaning, Sanitizing and Disinfecting

- Programs may need to sanitize, or disinfect surfaces more often during illness outbreaks and should refer to state, local, tribal, or territorial health authorities and child care licensing for more information.
- Reducing the risk of infection also involves proper ventilation and air filtration, as some infectious diseases (viruses) are spread through the air and not on surfaces.
- Regular handwashing is one of the best ways to remove germs and prevent the spread of illness to others.

Surface/Area	Method			Timing				Comments
	Clean	Sanitize	Disinfect	Before Each Use	After Each Use	Daily (end of day)	Weekly	
Food Preparation and Meal Service Areas: Use an EPA-registered product that is safe for surfaces that touch food.								
Food preparation surfaces and countertops CFOC 4.9.0.9 ; 4.9.0.10	X	X		X	X			<ul style="list-style-type: none"> Use a microfiber cloth or disposable paper towels. Do not use sponges.
Eating utensils and dishes CFOC 4.5.0.2 ; 4.9.0.11 ; 4.9.0.12 ; 4.9.0.13	X	X			X			<ul style="list-style-type: none"> Wash, rinse, and sanitize by hand <u>OR</u> Use dishwasher; set on sanitize setting.
Bottle feeding equipment CFOC 4.3.1.10	X	X			X			<ul style="list-style-type: none"> Wash, rinse, and sanitize by hand <u>OR</u> Use dishwasher; set on sanitize setting. Squeeze water through nipple hole to be sure it is clean.
Highchair trays CFOC 4.5.0.2 ; 9.2.3.12	X	X		X	X			<ul style="list-style-type: none"> Also, clean legs and frame when soiled.
Mixed-use tables CFOC 4.9.0.9	X	X		X	X			<ul style="list-style-type: none"> Also, clean legs and frame when soiled.
Food preparation equipment CFOC 4.9.0.9	X	X			X			<ul style="list-style-type: none"> Wash, rinse, and sanitize by hand <u>OR</u> Use dishwasher; set on sanitize setting.



Appendix K: Routine Schedule for Cleaning, Sanitizing and Disinfecting

Surface/Area	Method			Timing				Comments
	Clean	Sanitize	Disinfect	Before Each Use	After Each Use	Daily (end of day)	Weekly	
Child Care/Classroom Areas								
Pacifiers: <i>Used by one child</i> CFOC 3.1.4.3	X			X	X			<ul style="list-style-type: none"> Sanitize if dirty or used by another child. <ul style="list-style-type: none"> ✓ Use sanitizer safe for food contact <u>OR</u> ✓ Boil for 1 minute and air-dry <u>OR</u> ✓ Use dishwasher. Squeeze water through nipple hole to be sure it is clean
Mouthed toys: <i>Used by one child</i> CFOC 3.3.0.2	X			X	X			<ul style="list-style-type: none"> Sanitize if used by another child. <ul style="list-style-type: none"> ✓ Use sanitizer safe for food contact <u>OR</u> ✓ Use dishwasher.
Washable cloth toys: <i>Used by one child</i> CFOC 3.3.0.2	X						X	<ul style="list-style-type: none"> Machine wash and dry completely before use by another child.
Classroom toys CFOC 3.3.0.2 ; 5.3.1.4 ; 6.4.2.2	X						X	<ul style="list-style-type: none"> Follow label directions for cleaning of wooden toys.
Play activity centers CFOC 5.3.1.4	X					X		
Counters and shelves CFOC 5.3.1.4	X					X		
Mixed-use tables for activities CFOC 5.3.1.4	X				X			<ul style="list-style-type: none"> Sanitize if used for food preparation, meals, or tooth-brushing.
Dress-up clothes (washable)	X						X	<ul style="list-style-type: none"> Machine wash and dry completely. Machine wash if soiled with body fluids.

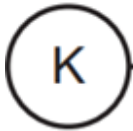


Appendix K: Routine Schedule for Cleaning, Sanitizing and Disinfecting

Surface/Area	Method			Timing				Comments
	Clean	Sanitize	Disinfect	Before Each Use	After Each Use	Daily (end of day)	Weekly	
Child Care/Classroom Areas								
Drinking fountains CFOC 5.2.6.10	X		X			X		<ul style="list-style-type: none"> • Clean frequently throughout the day. • Disinfect at the end of the day.
Water tables and water equipment CFOC 6.2.4.2	X		X		X			<ul style="list-style-type: none"> • Staff/children wash hands before/after use. • Change water, clean, then disinfect water table, and toys before a new group begins water play or at the end of the day. • Children with open cuts or sores should not join in water play. • Do not use during illness outbreak.
Animal areas: feeders, fish tanks, or animal cages CFOC 3.4.2.3	X		X					<ul style="list-style-type: none"> • Disinfect these areas after cleaning activity is finished.
Floors CFOC 5.3.1.6 ; 5.6.0.4	X					X		<ul style="list-style-type: none"> • Sweep or vacuum, then damp mop. • Microfiber mops <ul style="list-style-type: none"> ✓ Launder after use. • Cotton mop heads <ul style="list-style-type: none"> ✓ Turn upside down to dry. • Disinfect if soiled with body fluids.
Carpets: Washable area rugs are a safer choice than wall-to-wall carpeting. CFOC 5.3.1.4	X						Clean area rugs	<ul style="list-style-type: none"> • Vacuum daily (with HEPA filter). • Steam clean carpets every 3–6 months. <ul style="list-style-type: none"> ✓ Spot clean if soiled with body fluids.

Appendix K: Routine Schedule for Cleaning, Sanitizing and Disinfecting

Surface/Area	Method			Timing				Comments
	Clean	Sanitize	Disinfect	Before Each Use	After Each Use	Daily (end of day)	Weekly	
High-Touch Surfaces: <i>May need to sanitize or disinfect more often during illness outbreaks. Refer to state, local, tribal, or territorial health authorities and child care licensing for more information.</i>								
Doorknobs, handles, and light switches	X					X		<ul style="list-style-type: none"> • Clean often throughout the day with a microfiber cloth or disposable paper towels.
Shared computer keyboards, phones	X					X		<ul style="list-style-type: none"> • Clean often throughout the day. • Use silicone keyboard cover.
Sleeping Areas								
Sheets, blankets, and pillowcases: <i>Used by one child</i> CFOC 3.3.0.4 ; 5.4.5.1	X						X	<ul style="list-style-type: none"> • Label and store each child’s sleep items separately from other children. • Follow laundry detergent instructions. • Wash laundry at warmest temperature setting, and dry completely. • If soiled with body fluids, launder with non-chlorine bleach (preferred), or bleach and dry completely.
Cribs, cots, and mats: <i>Used by one child</i> CFOC 5.4.5.1	X				X		X	<ul style="list-style-type: none"> • Use fitted sheet to cover sleep surface. • Clean sleep surface regularly with a microfiber cloth or disposable paper towels. • Disinfect surface if soiled with body fluids. • Follow manufacturer’s instructions.
Cribs, cots, and mats: <i>Used by more than one child</i> CFOC 5.4.5.1	X				X			<ul style="list-style-type: none"> • Use fitted sheet to cover sleep surface. • Clean sleep surface with a microfiber cloth or disposable paper towels after use by another child • Disinfect surface if soiled with body fluids. • Follow manufacturer’s instructions.



Appendix K: Routine Schedule for Cleaning, Sanitizing and Disinfecting

Surface/Area	Method			Timing				Comments
	Clean	Sanitize	Disinfect	Before Each Use	After Each Use	Daily (end of day)	Weekly	
Toilet and Diapering Areas								
Changing tables CFOC 3.2.1.4 ; 3.2.1.5 ; 5.4.2.6	X		X		X			<ul style="list-style-type: none"> Allow the surface to air dry between uses.
Diaper pails CFOC 5.4.1.8	X		X			X		
Toilets CFOC 5.4.1.7 ; 5.4.1.8	X		X			X		<ul style="list-style-type: none"> Disinfect after use if soiled.
Sinks and faucets CFOC 5.4.2.2 ; 5.4.2.3	X		X			X		
Countertops	X		X			X		
Floors CFOC 5.6.0.4	X		X			X		<ul style="list-style-type: none"> Use separate mops/mop heads for toilet/diapering areas and other areas. Use microfiber mops with split bucket (cleaning/rinsing system).

Appendix K: Routine Schedule for Cleaning, Sanitizing and Disinfecting

- ❖ Related definitions can be found in the [CFOC Glossary](#).
- ❖ For more information, refer to CFOC [Standard 3.3.0.1 Routine Cleaning, Sanitizing, and Disinfecting](#).
- ❖ For product selection, refer to [Appendix J: Selection and Use of Cleaning, Sanitizing, or Disinfecting Products](#).

NOTES

- Frequent handwashing with soap and water for at least 20 seconds or using a hand sanitizer with at least 60% alcohol prevents the spread of infection. Hand sanitizers are less effective when hands are visibly dirty or greasy.
- Many cleaning products and air fresheners have hazardous chemicals. It is best to use a cleaning product with a third-party certification that says the product is safer to use. Choose products that are free of fragrances or dyes.
- Check the product label to see what personal protective equipment (PPE: such as gloves, glasses/goggles) is needed because of possible hazards. Wash hands with soap and water for at least 20 seconds after cleaning, sanitizing, or disinfecting.
- To reduce exposure to product fumes, ventilate the space by either opening windows or doors or bringing in outside air using a heating, ventilation, and air conditioning (HVAC) system. If you do not have a HVAC system, use a mechanical air filter in individual rooms. Refer to CFOC [Standard 5.2.1.1 Ensuring Access to Fresh Air](#).
- Always follow the manufacturer's instructions (listed on the label) for safe use, cleaning, storage, and disposal of products. All containers of cleaning products and chemicals must be labeled.
- Microfiber cloths are preferred for cleaning. If microfiber cloths are not available, disposable towels can be used for cleaning. Using cotton cloths, cotton mops, and sponges in early childhood programs is not recommended. Refer to CFOC Standard [5.6.0.4: Microfiber Cloths, Rags, and Disposable Towels and Mops Used for Cleaning](#).
- Keep all chemical products locked up and safely out of the reach of children. Safely dispose of products not in use. Fumes from closed containers add to poor air quality.
- Disinfect surfaces or objects soiled with blood, and body fluids that are bloody, by following Occupational Safety and Health Administration (OSHA) Standard Precautions. Refer to CFOC [Standard 3.2.3.4 Prevention of Exposure to Blood and Body Fluids](#) and [Appendix L Cleaning Up Body Fluids](#). Carefully follow manufacturers' instructions for product use.