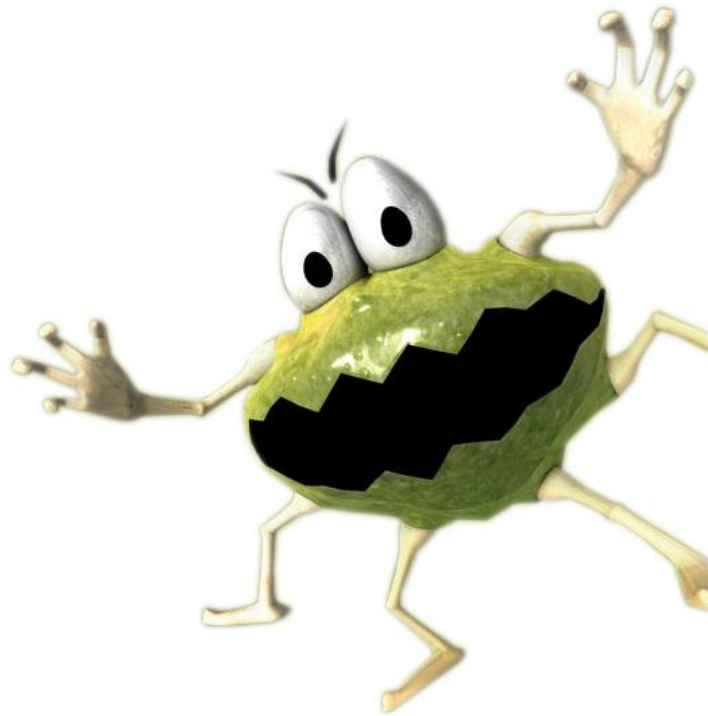


# Cleaning & Outbreak Guidelines

Early Childhood Education Services



# Public Health Services

The Public Health Service is a service entity of the Southern District Health Board which serves a population of 304,000 people living south of the Waitaki River. It is one of twelve Public Health Units in New Zealand.

Public health services are provided to populations rather than individuals and are considered a "public good". Services fall into two broad categories - health protection and health promotion and aim to create or advocate for healthy social, physical and cultural environments. The goal of Public Health Services is to prevent disease, minimise health risks and maximise health for the population of the Southern district.

## Contact Information

<b>Dunedin</b>	Ph: 03 476 9800    Fax: 03 476 9858 Private Bag 1921, Dunedin 9054
<b>Invercargill</b>	Ph: 03 211 0900    Fax: 03 211 0899 PO Box 1601, Invercargill 9840
<b>Queenstown</b>	Ph: 03 450 9156    Fax: 03 450 9169 PO Box 2180, Frankton, Queenstown 9349

These guidelines aim to assist staff in Early Childhood Education Services to reduce the spread of communicable diseases by providing simple easy to follow tips and answers to frequently asked questions.

The guidelines, templates, and links to useful resources can be found at <http://www.southerndhb.govt.nz/pages/earlychildhood/>

For information to guide development of policy and procedure refer to the Ministry of Education **Ngā Kupu Oranga: Healthy Messages** on [www.education.govt.nz](http://www.education.govt.nz).

**If you have any questions:** contact your Public Health Nurse or your local Health Protection Officers.

**If you want to report an outbreak:** contact your local Health Protection Officer.

# Contents

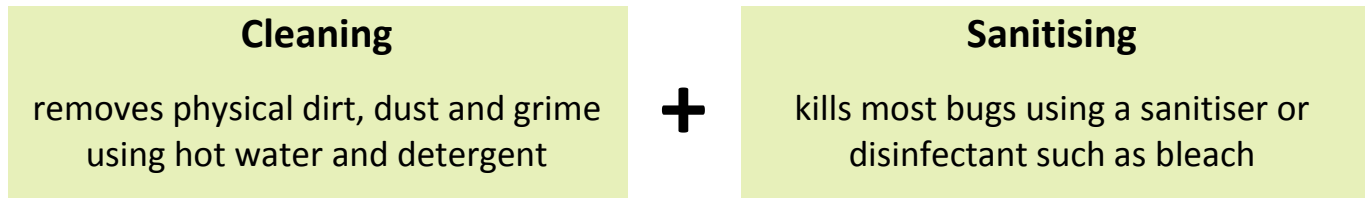
Cleaning and sanitising	4
Cleaning schedules	4
Developing a cleaning schedule	5
Sanitising	7
Vomiting/diarrhoea incidents	9
Spill kit	10
Personal Protective Equipment	11
Managing outbreaks	12
Cleaning during an outbreak	13
Green cleaners	14
Dishwashing	15
Steam mops	17
Appendices:	
Recommended frequency of cleaning and sanitising chart	18
Cleaning schedule: example 1	19
Cleaning schedule: template 1	20
Cleaning schedule: example 2	21
Cleaning schedule: template 2	22
Example of case log	23

# Cleaning and sanitising

The first step to good cleaning is to develop a cleaning schedule.

In a normal day to day situation, follow your cleaning schedule. Increase the frequency of cleaning in an outbreak.

To be effective you must **clean** first then **sanitise**.



## Cleaning schedules

A schedule or roster is a way of ensuring cleaning and sanitising is done regularly. Cleaning and sanitising helps prevent illness and discourage pests that may carry harmful bacteria and viruses. Schedules should be developed within a centre even if an outside cleaning agency is used.

### Cleaning schedules are important

Making a list of each task, its frequency, the cleaning materials to be used, and who is responsible means there are clear expectations of everyone involved.

### Areas that the schedule must include are:

- Kitchen
- Laundry
- Nappy changing areas
- Toilets
- Toys and play equipment

### A cleaning schedule should clearly identify:

- Who is responsible for each task (who initials or signs when tasks are completed)
- What things need to be cleaned
- How to clean each area or item, including what cleaning and disinfecting products to use
- How often to clean each thing

Examples and templates of cleaning schedules are included at the back of these guidelines.

# Developing a cleaning schedule

It may help to walk through your centre:

## Make a list of things that need to be cleaned

### High risk areas

- Toilets/nappy changing areas
- Hand basins
- Food surfaces, preparation areas and equipment used for food preparation
- Sick bay
- Anywhere that is visibly contaminated by vomit or faecal matter

### Frequently touched items

- Rubbish bins, broom and mop handles
- Door handles, taps, switches and controls
- Telephones, computer keyboards

### Other cleaning

- Floors, walls
- Rubbish bins, waste areas, drains
- Toys, play equipment, admin areas, staff areas

## Describe how to clean the things on the list

### Include details on how to clean:

- How often to clean
- What chemicals to use
- What equipment to use

## Get specialist advice on cleaning products

Contact your cleaning supplier for advice on the type of products to use in your facility and to get copies of the Material Safety Data Sheets (MSDS). The MSDS tell you how to use the products and the things to avoid such as not mixing acid and chlorine based chemicals.

The company might offer a training session for your staff on safe and correct use of the chemicals.

## Display a copy of the cleaning schedule on the wall

- Train staff on the cleaning schedule, so they know what they have to do, and when
- Supervise cleaning

## Check cleaning is being done properly and review the schedule regularly

# Developing a cleaning schedule

Things to take into account when putting together a cleaning schedule.

## Nappy changing area

- Wash hands before and after changing nappies
- Use a fresh paper towel or changing sheet on changing pad and then use to wrap nappy
- Clean changing pad with hot soapy water, sanitise with a 0.1% bleach solution, and allow to air dry
- Clean and empty disposal bins regularly and keep out of reach of children

## Toys and play equipment

- Clean hard toys in hot soapy water then sanitise by submerging in a bucket or sink of 0.1% bleach for 30 minutes **or** sanitise in dishwasher then rinse and air dry
- Soft toys and dress up clothes should be machine washable, avoid those that are not
- Books can be wiped with hot soapy water, discard if soiled
- Play dough should be changed daily. Salt will not kill bacteria in dirty dough. Keep in fridge if making in advance. Wash hands and cover cuts before use
- Comfort toys that children sleep with should not be shared

## Sand pit

There is no effective means of disinfecting sand (using bleach or salt is ineffective).

- Remove contaminated sand and expose the remainder to sunlight
- Completely replace sand each term or if discoloured or smelly
- Rake at least daily to remove debris
- Rinse weekly using a hose
- Keep the sand pit covered when not in use. The cover should stop water or animals getting in

## Linens

- Wash different types of laundry separately (e.g. kitchen and bed linen)
- All washing must be done in hot water (60°C) with an adequate amount of laundry detergent

## Paddling pool

- Stop using if there is a stomach bug in the centre. A sprinkler can be used as an alternative

# Sanitising

To be effective you must **clean** first then **sanitise**.

## Bleach

A solution of bleach and water is a simple, cheap and effective disinfectant.

It is not necessary to use bleach all of the time, but it is recommended if you are dealing with an outbreak or incident of vomiting or diarrhoea.

For the solution to be effective:

- Clean first. Make sure there is no dirt, dust or grime
- Make sure the solution is at least 0.1% concentration
- Leave on for at least 30 minutes to kill the bugs
- Mix a fresh solution daily – make this one of the first jobs of the day

The recommended strength of bleach for use as a disinfectant is **0.1%**. Supermarket bleach usually has a concentration of 4%. Follow the table to mix a 1 litre solution of 0.1% bleach:

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

## Why use bleach?

Bleach is cheap and effective. It kills Norovirus, which is resistant to most common disinfectants.

If you choose to use a different product, make sure it is effective against Norovirus.

Always follow the instructions on the label.

## Storing bleach

It is a good idea to mix and keep bleach solution in spray bottles. Spray bottles are cheap and can be easily marked with the correct amount of bleach to make refilling easier. Fill to the mark and top up with water.



1. Put on gloves
2. Pour bleach into bottle using funnel
3. Mark the level the bleach reaches with permanent marker
4. Top up using cold water



- Store away from heat, light and children
- Make a fresh solution every day to be effective

## Cleaning equipment

Includes mops, buckets, spray bottle of bleach, cloths, paper towels and plastic bags.

Remember to clean equipment after use e.g. soak mops and reusable cloths in 0.1% bleach solution for 30 minutes minimum and then hot wash. This stops bugs growing and being spread around.

## Safety Tips

- Never mix chemicals – it can produce toxic gas
- Bleach can irritate the nose, lungs and skin
- Check the expiry date on the bottle
- Wear rubber gloves if handling undiluted bleach – refrain from touching face and wash hands thoroughly after use
- Store labelled detergents and disinfectants away from children and food
- Paper towels or disposable cloths are preferable



# Vomiting/diarrhoea incidents

**Safety of staff and children is a priority.** This guide will help reduce the risk of infection:

- Isolate the area
- Wash hands and put on Personal Protective Equipment (PPE)
- Collect spill kit
- Clean the child and remove from the area
- Put soiled clothing in plastic bag and double bag in a second bag, tie tightly
- Use air freshener to mask smells and help airborne bugs fall to the floor where they can be removed during cleaning and sanitising
- Open windows and doors to create air flow out of the building
- Use paper towels to wipe spills and clean soiled surfaces. Discard into a plastic bag and then into a lined covered rubbish bin
- Clean the area using detergent and hot water
- Sanitise with a 0.1% bleach solution or where this is not appropriate steam clean e.g. carpet and soft furnishings
- Restrict access to the contaminated area for at least 30 minutes
- Rinse mop with bleach solution and allow to air dry before using again
- Carefully remove and discard PPE in a plastic bag and then into a lined covered bin
- Wash and dry hands thoroughly, even after wearing gloves



Take care with soiled clothing:

- Practice good hand hygiene
- Ensure parents are advised to take appropriate care with clothing
- Use a hot wash

## Spill kit

A spill kit is used when there has been a spill of body fluids, such as vomiting/diarrhoea. It is cheap to assemble and should be kept ready to use.

### Examples of what you need:



Gloves



Apron



Mask

Protective  
clothing for staff



Towels



Wet wipes

Equipment to  
clean the child



Disposable  
mop head



Bucket



Colour coded  
cleaning cloths



Spray bottle  
for bleach



Detergent & sanitizer



Paper towels



Plastic bags

Equipment to clean the spill

# Personal Protective Equipment

- Includes masks, gloves, and aprons
- Use when cleaning vomiting and diarrhoea incidents
- Remember PPE should be disposable and single use only
- Gloves are not an alternative to good hand hygiene
- Think of how often you have managed vomiting and diarrhoea incidents in the last two years as a guide to the volumes of equipment you need to have on hand

## How to put on

Wash hands thoroughly before use and put on in the following order:



**Apron**

- Fully cover torso from neck to knees
- Fasten behind waist and neck



**Mask**

- Loop over ears
- Pinch metal band to nose
- Adjust so snug under chin



**Gloves**

- Extend to cover wrists and sleeves

## How to take off

Remove in the following order:



**Gloves**

- Pinch cuff of one glove with opposite hand and peel off turning inside out as you go
- Hold the removed glove in gloved hand
- Remove the next glove by slipping finger of bare hand inside cuff of glove and pulling off turning inside out as you go



**Apron**

- Rip neck and waist ties
- Hold away from body, roll into bundle



**Mask**

- Grasp loops and remove over ears carefully

**Place everything in plastic bag then tie and dispose into rubbish bin**

**Wash and dry hands thoroughly**

# Managing outbreaks

An outbreak is an increase in the normal incidence of disease. You know what is normal for your centre. The most important thing you can do is **recognise** an outbreak and **take action**.

## Follow your infection control policy

**Record** keep a log of sick people (symptoms and when they start and stop)

## Control movement of staff/children/parents and caregivers

**Isolate** sick children in a separate area and arrange for them to leave the centre. Choose a staff member to care for sick children

**Exclude** sick staff / children until free of all symptoms for 48 hours

**Limit** movement between separate areas at the centre e.g. babies/under twos/over twos  
excursions from the centre  
visitors to the centre

## Hand Hygiene

**20/20 rule** wash for 20 seconds using soap and dry for 20 seconds

## Increase cleaning

**Reduce** the number of toys available to make daily cleaning easier

**Remove** hard to clean toys such as soft toys

**Spill kit** keep stocked and ready to use

**PPE** wear protective clothing when cleaning up vomiting and diarrhoea incidents

**Clean** clean and sanitise high touch areas using a 0.1% bleach solution **more often** e.g. door/toilet handles toilet seats, taps, surfaces and communal areas

**Advise** centre cleaners to be careful and thorough

## Communicate with parents/caregivers

**Notices** on doors, sign-in registers, newsletters

**Advise** parents/caregivers to keep children away until free of all symptoms for 48 hours

## Seek assistance from Public Health

**Discuss** your concerns with Health Protection Officers or your Public Health Nurse when you are first aware of the possibility of an outbreak. We are here to support you, we can provide:

- letters to inform parents/caregivers and request ill children stay away
- disease information (e.g. pamphlets, posters)
- arrange laboratory testing

# Cleaning during an outbreak

In an outbreak you should follow your cleaning schedule, but increase the frequency and intensity of cleaning.

## 1. Follow your cleaning schedule

## 2. Increase

Increase the frequency of cleaning and sanitising:

- use 0.1% bleach solution or suitable commercial disinfectant
- target high touch areas (e.g. toilets, door handles, taps, surfaces and communal areas)
- clean and sanitise hard toys daily

Increase the frequency and standard of hand hygiene

## 3. Avoid

- direct contact with body fluids or anything contaminated by these
- sandpit, paddling pool, play dough, cooking activities, and excursions

## 4. Reduce

- the number of toys available to make daily cleaning easier

## 5. Remove

- hard to clean toys (e.g. soft toys, dress ups)

Remember to clean and replace cleaning equipment regularly. Some bugs can survive on surfaces and cleaning equipment for days or weeks! To clean reusable mops and cloths, soak in 0.1% bleach solution for 30 minutes and then hot wash.

# Hand hygiene

The bugs that cause gastroenteritis use the hands as a way to move around, so **good hand hygiene is crucial to stopping the spread of infection.**

Use the 20/20 rule:

**wash for 20 seconds**

rub hands thoroughly in warm  
soapy water

+

**dry for 20 seconds**

on paper towels, under a dryer, or  
on a clean hand towel

# Green cleaners

## Commercial products

The effectiveness of the 'eco' or 'green' cleaners available in stores is hard to assess as there is no requirement to list ingredients on the packaging.



## Natural cleaners

Natural cleaners (e.g. baking soda and vinegar) have been widely used historically and the drive back to sustainable and affordable cleaning products means they are rising in popularity.

They can be effective as cleaners, however, their effectiveness as sanitisers is questionable.

<b>Baking Soda</b>	alkaline chemical used to scour and deodorise to remove organic matter.
<b>Washing Soda</b>	cuts grease and wax, removes stains. This chemical is more strongly alkaline than baking soda. <b>Wear gloves. Don't use on fibreglass or aluminium.</b>
<b>Borax</b>	cleans, deodorises and disinfects but it is fairly toxic. <b>Wear gloves.</b>
<b>Pure Soap</b>	degreases. In hot soapy water it reduces bacterial numbers.
<b>White Vinegar</b>	reduces bacteria and mould, because it is an acid. Dissolves soap scum but does not degrease well. <b>Do not mix acids and bleaches (chlorine based products) it creates toxic gas. Mixing with alkaline substances neutralises disinfectant properties</b> e.g. vinegar and baking soda together do nothing except maybe deodorise and look impressive.

## Advice

Check if the product suits your needs. Find out what it does and what its ingredients are. Do your homework before relying on these products to keep your centre bug free.

We advise using bleach for sanitising because it is cheap, effective and it kills Norovirus.

Norovirus is resistant to most common disinfectants. If you choose to use a different product, make sure it kills Norovirus and follow the instructions on the label.

Remember that to be effective you must **clean** then **sanitise**.

For more information see Safe and Sustainable Indoor (SASI) Cleaning Project SasiClean at <http://zetec.co.nz/>

# Dishwashing

Clean crockery, cutlery and food equipment stops cross contamination. Items can be washed either by hand or in a dishwasher. Domestic and commercial dishwashers each have their own advantages and disadvantages.

**Consider which is right for your service.** If a suitable dishwasher is too expensive think about using disposable plates and cutlery. Where only snacks are consumed and no cutlery or plates is provided, the potential for cross contamination is low and commercial dishwashers are not required.

## Commercial dishwashers

Are required if food is produced on site

- Are very fast
- Can handle a high volume of dishes
- Are more expensive to purchase
- May not be able to be used to clean toys and other equipment, because the water temperature is generally too hot



Commercial dishwashers **must** have:

- Minimum wash temperature of 60°C
- Rinse cycle that is at least 77°C and lasts at least 10 seconds
- Device that automatically dispenses a dose of detergent
- Baskets and trays that allow all the dishes to get completely wet
- Thermometer to show the temperature of the water
- Temperature control system that stops the machine if the temperature is too low

## Domestic dishwashers



- Are relatively cheap (compared to commercial)
- Can also be used to hygienically clean toys and play dough equipment
- Generally take longer to run through a cycle of dishes
- Are designed for use by the 'average family', rather than a busy centre, so may not be able to cope with the extra demands placed on them in the long term

Domestic dishwashers **must** have a sanitising cycle that senses a temperature of 65°C or higher before the machine advances to the next step.



## Hand washing dishes

Thoroughly wash dishes in water that is at least 43°C using adequate soap or detergent.

To rinse and sanitise dishes:

- Place in boiling water (30 seconds) or hot water at least 77°C (two minutes)
- Keep dishes separate from each other during rinsing
- Remove dishes immediately and let the air dry them
- Never use a tea towel or cloth to dry or polish the dishes after rinsing



## Cleaning a dishwasher

- Put a cup of white vinegar on the top rack. Vinegar washes away the loose, greasy grime, sanitises, and removes musty odours. Run the machine empty on the hottest cycle
- A cupful of baking soda sprinkled around the bottom of the dishwasher freshens the machine and removes stains. Run the machine empty on a short cycle



- Scrape and rinse dishes to prevent the dishwasher becoming blocked
- Stack oversized items on the bottom tray.
- Alternate utensils pointing up and down. Always point knives downward
- Check the rinse arm has a full range of motion
- Use the cycle appropriate for the dishes you are washing
- Regularly check the drains, filters and rinse arms to avoid any sort of blockage
- Clean the exterior with detergent and a cloth
- A full dishwasher saves energy and money. Chances of breakage and damage reduce when your dishwasher is full
- Keep the door closed as long as possible after the machine is finished and the heat retained will help to air dry items. Never use a tea towel to dry
- Ensure the dishwasher is regularly maintained



# Steam mops

Steam mops are designed to sanitise and kill bacteria through heat rather than chemicals. Water in the mop is heated to 120°C and used to clean floors, carpets and soft furnishings. The steam is blasted out through jets, activating a micro fibre pad which the dirt sticks too.

**For a steam mop to be effective the steam needs to be at least 60°C.**

## Things to consider:

1. Where in the centre the mop is to be used and the risks associated with those areas? e.g. toilets/bathrooms and kitchen facilities.
2. How often and when the micro fibre pad should be changed?
3. Who will launder the micro fibre pads and how? Follow the manufacturer's instructions.
4. Training staff on the correct use of steam mops using the manufacturer's instructions.
5. Updating cleaning procedures and schedules to include general and enhanced cleaning guidance for steam mop use.



## Cleaning during an outbreak

Steam cleaning of soft furnishings and carpets is recommended during outbreaks of gastroenteritis. Dispose of the micro fibre pads if the mop is used to clean during an outbreak.



General laundering will only remove solid matter that has built up. It will not sanitise the mop pad.  
To sanitise submerge the micro fibre pad in a bleach solution for 30 minutes or wash on a hot wash.  
Allow to air dry.

## Cleaning schedule: recommended frequency of cleaning/sanitising chart

	Cleaning				Sanitising			
	After use	Daily	Weekly	Monthly	After use	Daily	Weekly	Monthly
High risk areas								
Body wash facilities (shub, shower)	✓	✓						
Faecal accident areas	immediately				immediately			
Food equipment (boards, bowls)	✓				✓			
Food preparation areas	✓				✓			
Nappy changing areas	✓	✓			✓	✓		
Tables used for eating & food preparation	before & after use				before & after use			
Toilets and wash hand basins	weekly or as required due to soiling				weekly or as required due to soiling			
Frequently used areas/items								
Cleaners' sinks, laundry tub	✓	✓			✓	✓		
Cleaning equipment (buckets, mops)	✓				✓			
Dedicated art sink		✓				✓		
Dual purpose sink (art/cleaning sink)	before & after use				before & after use			
Hard surfaces (floors, walls)		✓				✓		
Hard toys		✓						
High chairs	✓				✓			
Linen & bedding	after use, weekly, or if soiled							
Mattresses & covers	after use or if soiled							
Mechanical toys	✓							
Tea towels & kitchen cloths	daily or when soiled or excessively damp							
Other								
Books			✓					
Furniture, rugs & carpeting		✓						
Outdoor play equipment			✓					
Paddling pools	after use or as required due to soiling							
Play dough & equipment		✓						
Refrigerator				✓				✓
Sand pits	✓		✓					
Soft toys, furnishings & dressing up clothes	weekly or as required due to soiling							

## Cleaning schedule: example 1

Items & areas to be cleaned	Frequency of cleaning				Precautions (e.g. use PPE, use wet floor sign)	Method of cleaning (including dilution of any chemicals)	Record of cleaning (sheet signed by person responsible)				
	After use	Daily	Weekly	Monthly			MON	TUES	WED	THUR	FRI
Food equipment	✓					scrape and rinse to remove food, wash in dishwasher, put away	C. Verner	C. Verner	C. Verner	C. Verner	C. Verner
Food preparation areas	✓	✓				use <b>green cloth</b> + hot soapy water + sanitiser clean at start and end of each day and immediately after use	C. Verner	C. Verner	C. Verner	C. Verner	C. Verner
Dining tables	✓	✓				use <b>green cloth</b> + hot soapy water + sanitiser	C. Verner	C. Verner	C. Verner	C. Verner	C. Verner
Tea towels & cloths		✓				put on hot wash, dry in dryer	C. Verner	C. Verner	C. Verner	C. Verner	C. Verner
High chairs	✓					use <b>green cloth</b> + hot soapy water + sanitiser	C. Verner	C. Verner	C. Verner	C. Verner	C. Verner
Rubbish bin			✓			use <b>orange cloth</b> + hot soapy water + sanitiser					C. Verner
Floors		✓			use wet floor sign	use <b>green mop</b> + hot soapy water + floor cleaner	C. Verner	C. Verner	C. Verner	C. Verner	C. Verner
Microwave				✓		use <b>green cloth</b> + hot soapy water	C. Verner				
Oven				✓	wear gloves	use <b>green cloth</b> + oven cleaner	C. Verner				
Refrigerator				✓		use <b>green cloth</b> + hot soapy water	C. Verner				
Walls	3 monthly					use yellow cloth + hot soapy water	C. Verner				
Ceiling	yearly					vacuum to remove dust then clean with hot soapy water	C. Verner				

## Cleaning schedule: template 1

Items & areas to be cleaned	Frequency of cleaning				Precautions (e.g. use PPE, use wet floor sign)	Method of cleaning (including dilution of any chemicals)	Recording of cleaning (sheet signed by person responsible)				
	After use	Daily	Weekly	Monthly			MON	TUES	WED	THUR	FRI

## Cleaning schedule: example 2

Items & areas to be cleaned	Frequency of cleaning	Method of cleaning (including dilution of any chemicals)	Cleaning product	Disinfectant (switch to 0.1% bleach in an outbreak)	Person responsible	Date completed	Signature
Food equipment	after use	<ul style="list-style-type: none"> <li>scrape and rinse to remove food</li> <li>wash in dishwasher using dish tablets</li> <li>put away</li> </ul>	'Sparkle' dish tablets		kitchen assistant		K. Hohen
Food preparation areas	daily or after use	<ul style="list-style-type: none"> <li>use green cloth and cleaner to wipe down</li> <li>spray on disinfectant and leave for 20 mins</li> <li>wipe off</li> </ul>	'Cleanex' spray	'Sanitec' disinfectant	kitchen assistant		K. Hohen
Dining tables	daily or after use	<ul style="list-style-type: none"> <li>use green cloth and cleaner to wipe down</li> <li>spray on disinfectant and leave for 20 mins</li> <li>wipe off</li> </ul>	'Cleanex' spray	'Sanitec' disinfectant	teachers as needed & kitchen assistant at end of meal		K. Hohen
Tea towels & cloths	daily	<ul style="list-style-type: none"> <li>put on hot wash with laundry powder</li> <li>dry in dryer</li> </ul>	'Suds' laundry powder		kitchen assistant		K. Hohen
High chairs	after use	<ul style="list-style-type: none"> <li>use green cloth and cleaner to wipe down</li> <li>spray on disinfectant and leave for 20 mins</li> <li>wipe off</li> </ul>	'Cleanex' spray	'Sanitec' disinfectant	teachers as needed & kitchen assistant at end of meal		K. Hohen
Rubbish bin	weekly	<ul style="list-style-type: none"> <li>use orange cloth and cleaner to wipe down</li> <li>spray on disinfectant and leave for 20 mins</li> <li>wipe off</li> </ul>	'Cleanex' spray	'Sanitec' disinfectant	cleaners		C. Leaner
Floors	daily	<ul style="list-style-type: none"> <li>use green mop and hot water with floor cleaner</li> </ul>	'Floorox' floor cleaner		cleaners		C. Leaner
Microwave	monthly	<ul style="list-style-type: none"> <li>use green cloth and hot soapy water to wipe down</li> </ul>	hot soapy water		kitchen assistant		K. Hohen
Oven	monthly	<ul style="list-style-type: none"> <li>use green cloth and oven cleaner</li> </ul>	oven cleaner		kitchen assistant		K. Hohen
Refrigerator	monthly	<ul style="list-style-type: none"> <li>use green cloth and hot soapy water to wipe down</li> </ul>	hot soapy water		kitchen assistant		K. Hohen
Walls	3 monthly	<ul style="list-style-type: none"> <li>use blue cloth and hot soapy water to wipe down</li> </ul>	hot soapy water		cleaners		C. Leaner
Ceiling	yearly	<ul style="list-style-type: none"> <li>vacuum to remove dust</li> <li>use blue mop and hot soapy water to wash down</li> </ul>	hot soapy water		cleaners		C. Leaner

## Cleaning schedule: template 2

Items & areas to be cleaned	Frequency of cleaning	Method of cleaning (including dilution of any chemicals)	Cleaning product & equipment	Disinfectant (switch to 0.1% bleach in an outbreak)	Person responsible	Date completed	Signature

## Case Log

### Name of Centre:

Please complete this log as accurately as possible. The case log should be updated daily and a copy sent to the Health Protection Officer at Public Health South by email or fax.

Name	Child or staff? (C or S)	Phone no. (of case or parent/caregiver)	DOB (Date of Birth)	Gender (M or F)	Date & time symptoms started	Date & time symptoms stopped	Specimen sent to lab? (for office use only)	Symptoms (tick if applicable)					
								Diarrhoea	Vomiting	Nausea	Abdominal Pain	Fever	Other (please specify)