INDOOR LEARNING ENVIRONMENT CLEANING PROCEDURE

Our Service is committed to minimise the spread of infectious diseases and viruses by implementing recommendations stated in Staying healthy: *Preventing infectious diseases in early childhood education and care services* (Fifth Edition) developed by the Australian Government National Health and Medical Research Council and advice provided from the Australian Health Protection Principal Committee (AHPPC).

Working in conjunction with the *Health and Safety Policy and Physical Environment Policy*, this procedure provides detailed steps for educators to follow when cleaning indoor learning environment areas to provide a clean, safe, and hygienic place for all children and adults.

Education and Care Services National Law or Regulations (R.103, 105,106, 109, 112) NQS QA 2: Element 2.1.1 and 2.1.2
Children's Health and Safety
Related Policies: Health and Safety Policy and Physical Environment Policy

INDOOR CLEANING PROCEDURE		
1	The Approved Provider, Nominated Supervisor and educators will review the Service's *Health and Safety Policy* and *Physical Environment Policy* to ensure awareness of appropriate cleaning	
2	Ensure necessary Personal Protective Equipment (PPE) and resources are available before beginning to clean indoor learning environment areas. • Gloves • Paper towel • Cleaning solution – detergent and warm water • Broom, mop, mop bucket	
3	Educators are to wear disposal gloves when cleaning indoor learning environment areas. Wash and dry hands before using disposable gloves	
4	Educators are to prepare cleaning solution as per manufacturer's advice and instructions on Safety Data Sheet	
5	Educators are to clean surfaces and areas with prepared cleaning solution and paper towel as per *Indoor Cleaning Checklist* • Tables after each meal time • High chairs and chairs after each meal time • Door, door handles and light switches • Kitchenette areas • Cots wiped at the end of the day • Laundry areas • Bench tops	

6	Educators will ensure floors within the learning environment, bathroom and kitchenette areas are swept after each meal time and mopped after lunch	
7	Educators are to clean up the floors at the end of the day, so the professional cleaner can vaccum	
8	Educators are to ensure mouthed toys are wiped over with paper towel and hot soapy water daily	
9	Educators are to ensure cushion covers are changed and washed weekly	
10	Educators are to ensure dress up clothes are washed at least weekly in hot water and detergent. (Additional washing may be needed if clothes are visibly dirty)	
11	Educators are to ensure all toys and equipment that have been used during the week are washed each week and the *toy and equipment register* is completed each week. Toys can be dried by sunlight.	
12	Educators are to wipe over cots at the end of the day with paper towel and cleaning solution	
13	Educators are to empty rubbish bins after lunch and at the end of the day	
14	Educators will wipe over frequently touched areas, iPads, cameras, laptops, etc, with cleaning solution or sanitiser	
15	Educators will ensure the kitchenette areas are kept clean and tidy • Plates, cups, utensils stored away • Benches wipes over • Sink area wiped over • Floor swept and mopped at the end of the day • Fridge checked for out of date items • Microwave wiped over with cleaning solution	
16	Educators will check PPE equipment soap dispensers, paper towel, tissues, gloves, hand sanitiser and refill if necessary	
17	Educators will ensure cot and bed sheets are washed each week or in between use of children	
18	Educators will complete the *Indoor Cleaning Checklist* following the completion of each task	
19	Educators will complete a *Hygiene and Cleaning Frequency Record* for areas that are touched frequently, such as door handles, iPads, laptops, kitchenette areas	
20	Management will ensure a *Clean, Maintenance and Risk Audit* is completed on a regular basis to ensure regular cleaning of the learning environment has been completed to a high standard	
21	Educators will ensure Bathroom and Kitchen areas are cleaned as per *Bathroom and Nappy Change Cleaning Checklist* and *Kitchen Cleaning Checklist*	

REVIEW OF PROCEDURE			
Date procedure created	05/06/2023	To be reviewed	December 2025
Approved by	Krystle Hills	Signature	
Procedure Reviewed Date	Modifications/Changes		
December 2024	Procedure reviewed. No amendments made		