

Sequatchie Valley Head Start - Covid 19 Cleaning and Sanitation Checklist- Revised 8-17-20

Center						Class						Month						Verified by					
Task	Week 1	Week 2	Week 3	Week 4	Week 5	Required chemicals																	
Diaper changing tables and mats used for changing pull-ups.	M T W R F	M T W R F	M T W R F	M T W R F	M T W R F	Clean with soap/water and use Fightbac! to sanitize. Dwell time minimum of 1 minute.																	
Tables where children eat follow ECERS standards.	M T W R F	M T W R F	M T W R F	M T W R F	M T W R F	Clean with soap/water and use Fightbac! to sanitize. Dwell time minimum of 1 minute.																	
Floors: Clean and sanitize daily and when soiled	M T W R F	M T W R F	M T W R F	M T W R F	M T W R F	Use PHZQ for mopping. Use only microfiber mop heads. Air dry. Mix daily.																	
Door handles, light switches, toilet handles and other high touch areas: clean and sanitize every two hours	M T W R F	M T W R F	M T W R F	M T W R F	M T W R F	Use PH7Q to disinfect. Allow surface to air dry. Mix daily.																	
Carpets and large area rugs- Remove for now.	M T W R F	M T W R F	M T W R F	M T W R F	M T W R F	Shampoo carpets every 3 months or when visible soiled.																	
Put any mouthed toys in the "yuck bucket" Clean and disinfect before returning to classroom-	M T W R F	M T W R F	M T W R F	M T W R F	M T W R F	Use Fightbac! to disinfect. Dwell time minimum 1 minute. May also be run through dishwasher. instead of using disinfectant.																	
Toys: Clean and disinfect after each center time. Use PH7Q. Dwell time 5-10 minutes.	M T W R F	M T W R F	M T W R F	M T W R F	M T W R F	Use PH7Q. to disinfect. Dwell time 5-10 minutes. May also be run through dishwasher instead of using disinfectant. Mix daily.																	
Dress up clothes and cloth toys remove for now. When these return, wash daily with highest heat setting on washer/dryer.	M T W R F	M T W R F	M T W R F	M T W R F	M T W R F	Detergent only.																	
Bedding, towels, washclothes, mop heads: wash daily using the highest heat setting on washer/dryer.	M T W R F	M T W R F	M T W R F	M T W R F	M T W R F	Detergent only.																	
Cubbies, chairs, classroom shelves, and all other furniture. Clean daily.	M T W R F	M T W R F	M T W R F	M T W R F	M T W R F	Use Ph7Q to disinfect. Dwell time 5-10 minutes. Allow surfaces to air dry. Mix daily.																	
Cots: EHS spray daily with PH7Q allow to air dry. Dwell time 5-10 minutes.	M T W R F	M T W R F	M T W R F	M T W R F	M T W R F	Use PH7Q allow to air dry. Dwell time 5-10 minutes. Mix daily.																	
Hand-washing sinks, counters, and surrounding counters: per ECERS standards.	M T W R F	M T W R F	M T W R F	M T W R F	M T W R F	Use FightBac! Dwell time minimum of 1 minute.																	
Soap dispensers: clean and sanitize daily and when soiled. Handfree soap dispensers are on order.	M T W R F	M T W R F	M T W R F	M T W R F	M T W R F	Use Ph7Q to disinfect. Dwell time 5-10 minutes. Allow surfaces to air dry. Mix daily.																	
Toilet seats, toilet bowl and the entire surface of the toilet. Clean then disinfect with PH7Q daily or as need. Dwell time 5-10 minutes.	M T W R F	M T W R F	M T W R F	M T W R F	M T W R F	Clean then disinfect with PH7Q daily or as need. Dwell time 5-10 minutes. Allow to air dry. Mix daily.																	
Electronic devices. Use PH7Q on a micro fiber cloth or paper towel. Air dry.	M T W R F	M T W R F	M T W R F	M T W R F	M T W R F	Use PH7Q on a micro fiber cloth or paper towel. Air dry. Mix daily. Do not spray directly on any device.																	
Playground equipment. Clean high touch areas after each group of children. Outside toys clean when soiled.	M T W R F	M T W R F	M T W R F	M T W R F	M T W R F	Soap and water only.																	
Surfaces contaminated with body fluids: Clean and sanitize immediately.	M T W R F	M T W R F	M T W R F	M T W R F	M T W R F	Use Fight Bac! Dwell time 3 minutes.																	

Phones and Walkie Talkies: Sanitize after each use.	M T W R F	M T W R F	M T W R F	M T W R F	M T W R F	Use PH7Q on a micro fiber cloth or paper towel. Air dry. Surface must be wet. Do not spray directly on any device. Mix daily.
Buses: Disinfect seats and high touch surfaces after each run. Do thorough cleaning each month.	M T W R F	M T W R F	M T W R F	M T W R F	M T W R F	Use Ph7Q in sprayer. Allow surfaces to air dry. Mix daily.
Wooden blocks, wooden puzzles, books.	M T W R F	M T W R F	M T W R F	M T W R F	M T W R F	After use, place on shelf away from children and leave for 72 hours before using again. Do no use disinfectant.
Windows and glass doorways: Clean weekly or when soiled.	M T W R F	M T W R F	M T W R F	M T W R F	M T W R F	Use glass cleaner.
Classroom refrigerators and microwaves- Clean weekly. Refrigerators- Remove all out of date foods promptly. All food must be labeled with a date.	M T W R F	M T W R F	M T W R F	M T W R F	M T W R F	Use soap and water to clean. Use Fight Bac! or borrow Santibet from the kitchen to disinfect using a microfiber cloth or paper towel.
Kitchens: Follow kitchen cleaning checklist.						Use Sanibet Disinfectant/Sanitizer. Mix daily.

* Do not mix any cleaning/disinfecting products. Wear gloves and goggles when mixing chemicals. All staff must be trained on proper use of cleaning products.

FightBac! is ready-mixed. You do not need to discard at the end of the day.

PH7Q and Sanibet should be mixed daily using the Fastdraw system. Both are to be discarded daily.