



Feeling Sick?

Stay home when you are sick!

If you feel unwell or have the following symptoms
please leave the building and contact your health care provider.
Then follow-up with your supervisor.

DO NOT ENTER if you have:



FEVER



COUGH



**SHORTNESS OF
BREATH**



cdc.gov/CORONAVIRUS

How to Protect Yourself and Others

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - » Between people who are in close contact with one another (within about 6 feet).
 - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact



- **Limit contact with others as much as possible.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
 - » Remember that some people without symptoms may be able to spread virus.
 - » This is especially important for **people who are at higher risk of getting very sick**. www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html



cdc.gov/coronavirus

Cover your mouth and nose with a cloth face cover when around others



- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a cloth face covering in public settings** and when around people not living in their household, especially when social distancing is difficult to maintain.
 - » Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The cloth face cover is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others**. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes



- **Always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect



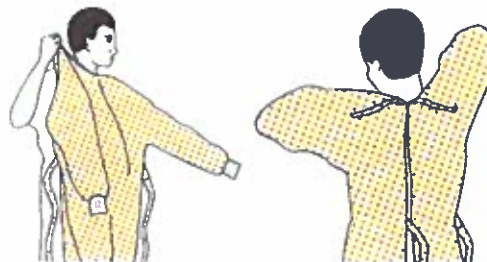
- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** You can see a list of [EPA-registered household disinfectants here](#).

SEQUENCE FOR PUTTING ON PERSONAL PROTECTIVE EQUIPMENT (PPE)

The type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet or airborne infection isolation precautions. The procedure for putting on and removing PPE should be tailored to the specific type of PPE.

1. GOWN

- Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
- Fasten in back of neck and waist



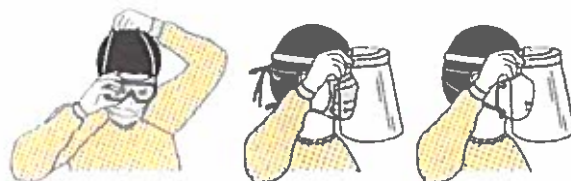
2. MASK OR RESPIRATOR

- Secure ties or elastic bands at middle of head and neck
- Fit flexible band to nose bridge
- Fit snug to face and below chin
- Fit-check respirator



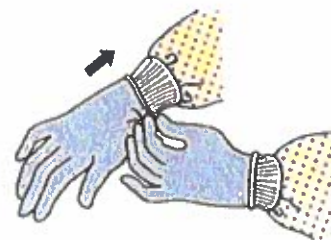
3. GOGGLES OR FACE SHIELD

- Place over face and eyes and adjust to fit



4. GLOVES

- Extend to cover wrist of isolation gown



USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION

- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene



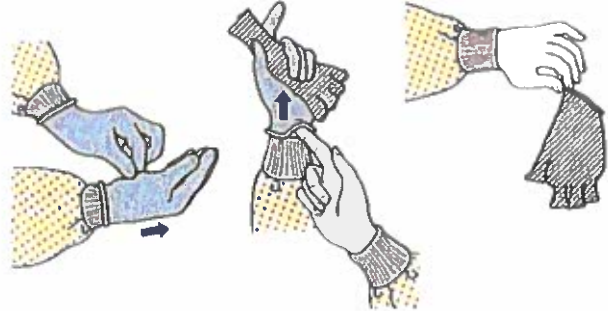
HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE)

EXAMPLE 1

There are a variety of ways to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Here is one example. **Remove all PPE before exiting the patient room except a respirator, if worn. Remove the respirator after leaving the patient room and closing the door.** Remove PPE in the following sequence:

1. GLOVES

- Outside of gloves are contaminated!
- If your hands get contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove
- Hold removed glove in gloved hand
- Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
- Discard gloves in a waste container



2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band or ear pieces
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container



3. GOWN

- Gown front and sleeves are contaminated!
- If your hands get contaminated during gown removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Unfasten gown ties, taking care that sleeves don't contact your body when reaching for ties
- Pull gown away from neck and shoulders, touching inside of gown only
- Turn gown inside out
- Fold or roll into a bundle and discard in a waste container

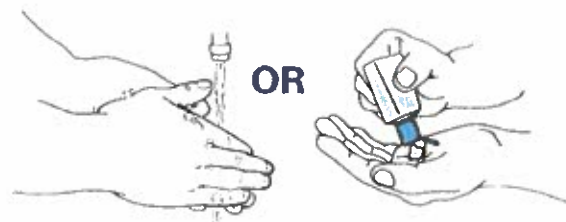


4. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — DO NOT TOUCH!
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



5. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE

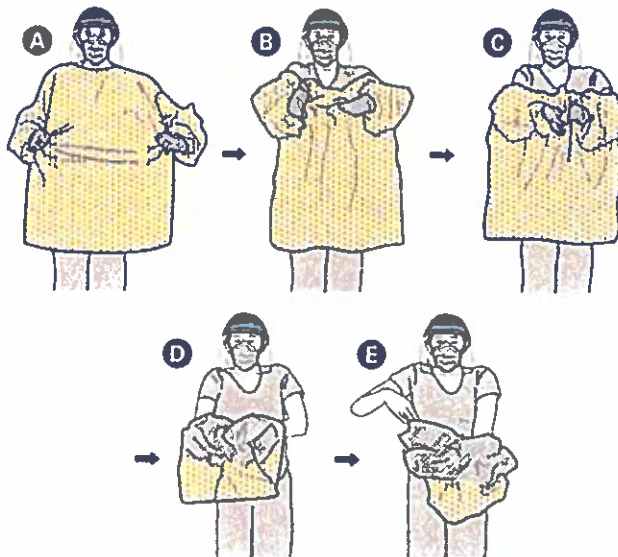


HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 2

Here is another way to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. **Remove all PPE before exiting the patient room except a respirator, if worn. Remove the respirator after leaving the patient room and closing the door.** Remove PPE in the following sequence:

1. GOWN AND GLOVES

- Gown front and sleeves and the outside of gloves are contaminated!
- If your hands get contaminated during gown or glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp the gown in the front and pull away from your body so that the ties break, touching outside of gown only with gloved hands
- While removing the gown, fold or roll the gown inside-out into a bundle
- As you are removing the gown, peel off your gloves at the same time, only touching the inside of the gloves and gown with your bare hands. Place the gown and gloves into a waste container



2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band and without touching the front of the goggles or face shield
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container

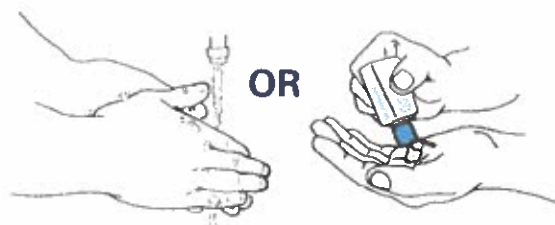


3. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — DO NOT TOUCH!
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



4. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE

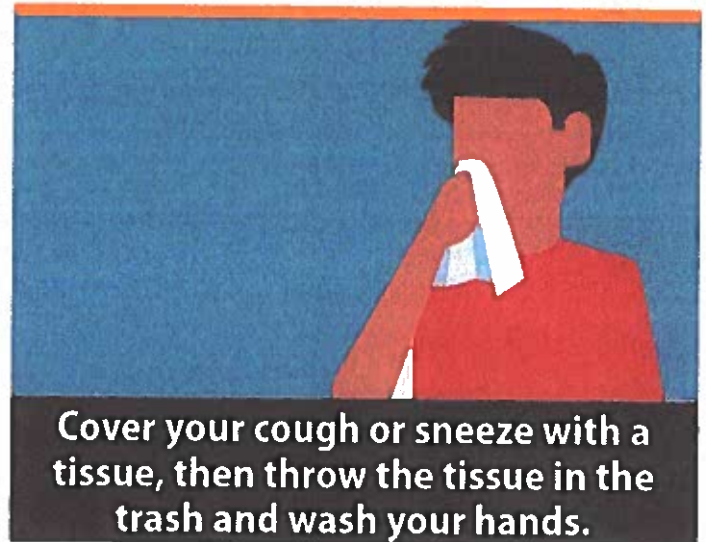


PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE



Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.





Routine Center Cleaning

Policy: NMCAA will follow cleaning, sanitizing, and disinfecting requirements. If possible, cleaning staff should wear a surgical mask, gloves, and a face shield when performing cleaning of these areas. Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes. Cleaning products must be stored in a locked cabinet at all times when not in use.

Refer to Cleaning, Sanitizing, and Disinfecting Guidance under the Health section of the Procedure Manual.

Original: To Be Posted in a place known and easily accessible to staff.

References: R 400.8176 (12-14), R 400.8320 (2), R 400.8325 (1)

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Area:	Clean	Sanitize	Disinfect	Frequency
Classroom, bathroom, outdoor, and food areas				
Children's classroom tables.	X	X		Before meals and snacks, when soiled, or more frequently if soiled or needed.
Shelves, cubbies, and other furniture.	X	X		Daily, when soiled, or more frequently if needed.
Hard surfaced toys: plastic, wood (wooden toys are not ideal but can be used if appropriately cleaned on at least a daily basis). Materials being mouthed are placed in a mouth toy bin. Cloth toys are not recommended at this time.	X	X		Ideally after each child's use.
Bedding (stored so that it does not have contact with other bedding).	X			Weekly and when soiled.
Mats or cots (stored to prevent contact with other sleep surfaces).	X	X		Weekly and when soiled.
Any surface contaminated with body fluids (vomit, urine, stool, or blood).	X		X	Immediately
Frequently touched surfaces such as hand washing/kitchen/bathroom facets, counters, soap dispensers, door handles, light switches, and shared items.	X		X	At least every four hours or more frequently if soiled or needed.
Floors, sink basins, and toilets.	X		X	Daily or immediately if visibly soiled.
Changing tables/mats, potty chairs (use of potty chairs is discouraged because of high risk of contamination).	X		X	After each child's use.
Waste and diaper containers.	X	X (diaper container)		Daily or more frequently if soiled or needed.
Frequently touched outdoor play equipment such as grab bars and railings.	X		X	At least every four hours or more frequently if soiled or needed.
Outdoor play equipment such as plastic/metal surfaces.	X			Daily
Electronics (keyboards, IPAD, computer, telephones, copy machines).	X	X		After each use according to manufactures instructions.
Food preparation surfaces, tables and highchairs.	X	X		Before and after each use.
Eating utensils and dishes.	X	X		After each use.
Kitchen countertops, food preparation appliances (mixers, stove, microwave, can opener, toaster).	X	X		Clean after each use, sanitize daily at the end of day.
Refrigerator	X			Monthly



Cleaning, Sanitizing, and Disinfecting Guidance

Policy: The premises shall be maintained in a clean and safe condition and shall not pose a threat to health or safety. All equipment and materials must be clean and safe for children's use and are appropriately disinfected.

Disinfecting and sanitizing solutions must be in a locked cabinet at all times.

Cleaning and Sanitizing Procedure:

Surfaces to clean and sanitize: Countertops, sinks, highchair trays, tables for eating, food preparation surfaces, plastic-coated placemats, cots/mats, changing tables/mats, potty chairs, mouthed toys, waste and diaper containers. Also hard surfaced toys, shelves, cubbies and other furniture.

The following steps are to be followed for cleaning and sanitizing:

- Always wear non-porous gloves
- Wash the surface or article vigorously with soap and water
- Rinse the surface or article with clean water
- Submerge, wipe or spray the surface or the article with a sanitizing solution
- For surfaces: spread the sprayed solution over the surface with a clean paper towel
- Let the article or surface air dry for at least two minutes. Do not rinse off the sanitizing solution. (When sanitizing surfaces, it is okay to use a dry paper towel and wipe off.)
- Sponges shall not be used to clean surfaces.
- Dispose of gloves after each use and wash hands thoroughly using soap and disposable towels.

Best practice is that food should not be placed directly on the table surface or highchair tray. Even washed and sanitized tables are more likely to be contaminated than disposable plates or washed and sanitized plates. Eating from a plate reduces contamination of the table surface when children put down partially eaten food while they are eating.

Centers are required to use three properly labeled spray bottles containing soapy water, rinse water and a sanitizing solution.

Sanitizing Solution for a spray bottle:

- For a spray bottle, use water and an EPA- registered product of non-scented chlorine bleach with a concentration of bleach between **50 to 200 parts per million**. (Approximately 1 teaspoon to 1 tablespoon bleach per 1 gallon of lukewarm water.) **(Note: there are different bleach concentrations for spray bottle application or immersion method.)**
- Test strips must be used to check the concentration of the bleach/water solution each day. Frequently check the sanitizing solution to assure the strength and cleanliness of the solution.
- Commercial sanitizers (products labeled as a sanitizer purchased at a store). Caution should be exercised to assure they are used according to the manufacturer's instructions. Test strips must be used to check the concentration of the sanitation solution.

Tips Regarding Bleach:

- Handle bleach water carefully – avoid skin contact
- Bleach at disinfecting strength will corrode metal
- Do not mix bleach with anything other than fresh water because a poisonous gas can result. For instance, mixing chlorine bleach with ammonia will cause dangerous fumes.
- Use non-scented chlorine bleach

- Check bottle to be sure the bleach has an EPA number indicating approval for food sanitizing. It's usually very small printing; on Clorox brand it is beneath "Questions and Comments". Ex. "EPA reg. no. 5813-100"
- This bleach can also be used for toys as well as cot and mat cleaning.
- Open bottles of concentrated chlorine will lose effectiveness after 30 days. Change bottles of bleach every 30 days for accurate concentrations. (Use test strips to test effectiveness of the bleach.)
- **Bleach is recommended as a sanitizing product as it is safe, effective, and inexpensive. Bleach works best in killing Norovirus.**

Other sanitizing products and methods:

- Commercial sanitizers (products labeled as a sanitizer purchased at a store)- Caution should be exercised to assure they are used according to the manufacturer's instructions. Test strips must be used to check the concentration of the sanitation solution. Commercial sanitizers used must specify on the label that they are safe for food contact surfaces.
- A commercial dishwasher or a domestic dishwasher with a sanitizing cycle can be used to sanitize toys. The sanitizing capacity of domestic dishwashers should comply with National Sanitation Foundation (NSF)/American National Standards Institute (ANSI) Standard 184.
- If a site does not have a commercial dishwasher or a domestic dishwasher with a sanitizing cycle – the three-compartment sink method must be used.

Note: Laundering bedding, stuffed toys and dress-up clothes in hot water and detergent **cleans and sanitizes** the item. **If the item cannot be laundered, it must be discarded when soiled.**

Sanitizing Solution when Immersing the object in a bleach solution:

- **Immersion** for at least 1 minute in a solution containing between **50 and 100 parts per million** of chlorine or comparable sanitizing agent **at a temperature of at least 75 degrees Fahrenheit.** (Use test strips to ensure parts per million).
- **(Note: there are different bleach concentrations for spray bottle application or immersion method.)**

Washing and sanitizing dishes, cutting boards, utensils, pots, pans and toys:

A three-compartment sink should be used for washing, rinsing and sanitizing (if you only have two sinks then a plastic tub can be used for the third sink). Refer to the posting 3 Sink Dishwashing Method.

Cleaning toys:

Toys that cannot be washed and sanitized shall not be used.

Toys and materials mouthed by a child are to be placed in a container labeled "Mouthed Toy Bin". The objects in this bin will then be washed, rinsed, sanitized, and air dried before their return to center shelves.

Manual washing method

- Rinse and scrape all utensils and tableware before washing.
- Wash dishes with warm soapy water in compartment one.
- Rinse dishes with clear water in compartment two to remove all soap
- **Immersion for at least 1 minute in a sanitizing solution as described in the paragraph above.**
- Air dry on a drying rack. Do not rinse off sanitizing solution.
- Sponges shall not be used to clean surfaces.

Dishwasher

Only a commercial dishwasher or a domestic dishwasher with a sanitizing cycle may be used to clean and sanitize toys and dishes. The sanitizing capacity of domestic dishwashers should comply with National Sanitation Foundation (NSF)/American National Standards Institute (ANSI) Standard 184. If a site does not have a commercial dishwasher or a domestic dishwasher with a sanitizing cycle – the three-compartment sink method must be used.

Method of sanitizing	Bleach Concentrations	Approximate amounts of bleach needed
Spray Bottle	50-200 parts per million	Use test strips to determine amount
Immersion	50-100 parts per million	Use test strips to determine amount
Commercial Sanitizer		Use according to manufactures instructions

Disinfecting Procedures:

Surfaces to be cleaned and disinfected: Any surface contaminated with body fluids (vomit, urine, stool, or blood), hand washing sinks, faucets, surrounding counters, soap dispensers, door knobs, toilet seats, toilet handles, toilet bowls and floors.

1. Disinfecting Steps:

- Avoid splashing any contaminated material onto the mucous membranes of your eyes, nose or mouth, or into any open sores you may have.
- Always wear non-porous gloves.
- Wipe up as much of the visible material as possible with disposable paper towels and/or absorbent material. Carefully place the soiled paper towels and other soiled disposable material in a bio-hazard bag that has been securely tied or sealed.
- Prior to using a disinfectant, clean the surface with a detergent and rinse well with water. Follow the manufacture's instruction for preparation and use of disinfectant.
- Floors, rugs, and carpeting that have been contaminated by body fluids should be cleaned by blotting to remove the fluid as quickly as possible, then disinfected by spot cleaning with a detergent-disinfectant. Additional cleaning by shampooing or steam cleaning the contaminated surface may be necessary.
- Any tools or equipment contaminated with blood must be disposed of in a bio-hazard bag that has been securely tied or sealed.
- Dispose of gloves after each use and wash hands thoroughly using soap and disposable towels.

2. Disinfecting Solutions:

- A disinfecting solution can be made using cool water and non-scented chlorine bleach.
- The amount of bleach and water depends if the item is something that would come in contact with food/mouth or the type of surface to be cleaned.
- Disinfecting solution must be in a locked cabinet at all times when not in use and under supervision.

A disinfecting solution can be made using water and non-scented chlorine bleach as follows:

Stainless steel and food/mouth contact items	1 tablespoon of bleach per gallon of cool water
Non-porous surfaces, tile floors, sinks, and toilets	1/3 cup bleach per gallon of cool water
Porous surfaces and wood floors	1 2/3 cups bleach per gallon of cool water

- ***The bleach solution should be left on the surface for 10 to 20 minutes and then rinsed with clean water.***

Spills of body fluid should be cleaned up and surfaces disinfected immediately.

Staff should refer to the posted Routine Center Cleaning for sanitizing and disinfecting frequency

Distribution: Keep a copy in the Universal Precautions Kit and in Safety and Emergency Preparedness Bag if applicable.

Reference: Licensing R 400.8325, R 400.8176, R 400.8320, HSPPS 1302.47 (2) (i), HSPPS 1302.47 (6)

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