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**Disinfecting and Sanitizing**

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| **Items** | **How Often** | **Procedures** |
| Equipment and toys frequently used or touched by children daily | When soiled or at least once weekly | * Washed with soap and water
* Sprayed with disinfecting solution
* Air dry
 |
| Diapering surfaces | After each use | * Put on gloves
* Wash surface with soap and water
* Spray with disinfecting solution until glistens
* Let sit for two minutes
* Wipe with paper towel or let air dry
* Dispose of waste
* Remove and dispose of gloves properly
* Wash hands
 |
| Countertops, tables, highchair trays and food preparation surfaces (including cutting boards) | Before and after food preparation and eating | * Wash surface with soap and water
* Rinse until clear
* Spray surface with sanitizing solution until glistens
* Let sit for two minutes
* Wipe with paper towel or let air dry
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| Toys mouthed by children | Before used by another child | * Wash in warm soapy water
* Use scrub brush to clean crevices
* Rinse until water runs clear
* Place in soaking solution of **1 tsp** bleach to **1 gallon** water
* Soak for 5 minutes
* Rinse with cool water
* Air dry
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| Toothbrush racks  | BiweeklyAnd anytime they are visibly soiled  | * Sanitized in the dishwasher if available or cleaned with spray bleach solution #1 (for food contact surfaces)
* Air dry
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| Stuffed toys | Weekly | * Machine washed
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| Water table | Daily if using waterWeekly | * Wash with soap and water
* Spray with sanitizing solution
* Air dry
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| Cribs, cots, beds, mats, and mattresses | Between uses by different children or at least weekly | * Wash with soap and water
* Spray with disinfecting solution
* Air dry
 |
| Crib sheets | Weekly or when soiled | * Machine washed
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| Garbage receptacles | As needed after emptying | * Must be covered at all times
* Wash with soap and water
* Spray with sanitizing solution
* Air dry
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