

**Disinfecting and Sanitizing**

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| **Criteria** | **How Often** | **Procedures** |
| Equipment frequently used or touched by children daily must be cleaned and then sanitized | When soiled or at least once weekly |  |
| Diapering surfaces must be disinfected | After each use | Put on gloves  Wash the surface with soap and water  Spray with disinfecting solution until it glistens  Let sit for two minutes  Wipe with a paper towel or let air dry  Dispose of gloves properly  Wash hands |
| Countertops, tables, and food preparation surfaces (including cutting boards) must be cleaned and sanitized | Before and after food preparation and eating | Wash surface with soap and water  Rinse until clear  Spray surface with Sanitizing solution until it glistens  Let sit for two minutes  Wipe with paper towel or let air-dry |
| Plastic toys mouthed by children | Before use of another child | Wash in warm soapy water  Use scrub brush to clean crevices  Rinse until water runs clear  Place in soaking solution of 1tsp bleash to 1 gallon water  Soak for 5 minutes  Rinse with cool water  Let air dry |
| Infant and Toddler toys | Daily | Washed with soap and water |
| Water Table | HOW OFTEN??? |  |
| Plastic Toys | Cleaned and disinfected weekly |  |
| Water Table |  |  |
| Garbage receptacles must be covered and cleaned | as needed after emptying |  |