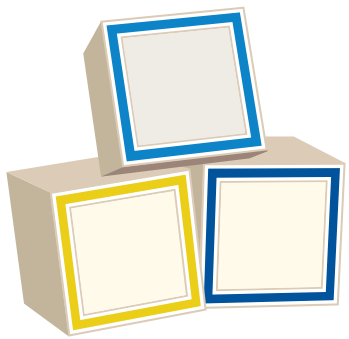




Building Blocks of Healthy Child Care

# Resource Toolkit

FOR CHILD CARE PROVIDERS



# Child Care Toolkit

Child care is essential for millions of working parents and caregivers across the country. This became even more apparent during the COVID-19 pandemic.

Recognizing the need to support child care facility operators, the American Cleaning Institute (ACI) launched the *C Is for Clean: Building Blocks of Health Child Care* toolkit. Designed to serve all members of the child care community, from providers and employees to children and parents/caregivers, the materials included within the *C is For Clean* toolkit echo public health guidelines for disinfecting and cleaning and reinforce hygiene basics.

**Please utilize the materials provided in this toolkit to lay the foundation of clean in your child care facility.**



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## Child Care Cleaning Guides

Handout for staff/teachers to have in their rooms to serve as a reminder on the priority items, surfaces and hot spots to clean and disinfect on a routine basis.

## Handwashing Poster

A visual reminder for children and staff on proper handwashing practices at key moments throughout the day.

## Interactive Cleaning Tools

Fun and engaging tools for teachers to use with children to help teach proper hand hygiene best practices for children and best cleaning practices for child care employees.

## Safe Storage Do's and Don'ts

Designed to show safe ways to store all cleaning products and raise awareness of the unsafe ways to store cleaning products.

## Child Care Potty Posters

Place in changing areas or bathrooms to educate and serve as a reminder of proper cleaning and hygiene practices for workers and a reminder of proper hygiene practices that adults should be teaching children.

## Parent/Caregiver C Is for Clean One-Pager

Handout for child care centers to provide to parents/caregivers educating on proper cleaning and disinfecting routines to keep small children healthy.

## How to Use Disinfectants Safely Guide

This infographic serves as a visual reminder on the safe use and storage of disinfecting products.



Take me there!

Take me there!

Take me there!

Take me there!

Take me there!

Take me there!

Take me there!

# Child Care Cleaning Guides

RESOURCE TOOLKIT



CLEANING  
GUIDES

HANDWASHING  
POSTER


INTERACTIVE  
TOOLS

DO'S &  
DON'TS

POTTY  
POSTER

CAREGIVER  
ONE-PAGER

DISINFECTANT  
HOW-TO GUIDE



### Facility Cleanliness Checklist

To ensure a safe and healthy environment, use this checklist throughout the day to stay on top of cleaning, sanitizing, and disinfecting.

#### Before Each Use

**Food Prep Surfaces**  
☐ Cleaned ☐ Sanitized

**Tables & Highchairs**  
☐ Cleaned ☐ Sanitized

**Mixed Use Tables**  
☐ Cleaned ☐ Sanitized

#### After Each Use

**Food Prep Surfaces**  
☐ Cleaned ☐ Sanitized

**Eating Utensils & Dishes**  
☐ Cleaned ☐ Sanitized

**Tables & Highchairs**  
☐ Cleaned ☐ Sanitized

**Countertops**  
☐ Cleaned

**Food Prep Appliances**  
☐ Cleaned

**Teething Toys**  
☐ Cleaned

**Pacifiers**  
☐ Cleaned

**Changing Tables**  
☐ Cleaned ☐ Disinfected

**Potty Chairs**  
☐ Cleaned ☐ Disinfected

#### Daily Checklist

**EATING AREAS**

**Countertops**  
☐ Cleaned ☐ Sanitized

**Food Prep Appliances**  
☐ Cleaned ☐ Sanitized

**GENERAL AREAS**

**Teething Toys**  
☐ Cleaned ☐ Sanitized

**Pacifiers**  
☐ Cleaned ☐ Sanitized

**Hats**  
☐ Cleaned

**Door & Cabinet Handles**  
☐ Cleaned ☐ Disinfected

**Floors**  
☐ Cleaned

**Drinking Fountains**  
☐ Cleaned ☐ Disinfected

**Light Switches**  
☐ Cleaned ☐ Disinfected

**TOILET & DIAPER AREAS**

**Changing Tables**  
☐ Cleaned ☐ Disinfected

**Potty Chairs**  
☐ Cleaned ☐ Disinfected

**Sinks & Faucets**  
☐ Cleaned ☐ Disinfected

**Countertops**  
☐ Cleaned ☐ Disinfected

**Toilets**  
☐ Cleaned ☐ Disinfected

**Diaper Pails**  
☐ Cleaned ☐ Disinfected

**Floors**  
☐ Cleaned ☐ Disinfected

**Know the Difference**

**Cleaning:** Removing unwanted contaminants, such as soil, dirt, and grease from a surface or material using a proper surface cleaning, or from your hands using soap and water.

**Sanitizing:** Reducing (but not necessarily eliminating) the number of bacteria on the surface to levels considered safe as determined by public health codes or regulations.

**Disinfecting:** Kill microorganisms like bacteria, viruses, and fungi that may cause infections and disease.

When cleaning, sanitizing or disinfecting, ALWAYS follow the directions on the label and do not mix products or chemicals.


Source: Centers for Disease Control and Prevention  
Adapted from: www.cleaningguides.org/files/default/files/documents/Coronavirus/220601-D.pdf



## Checklist


To ensure a safe and healthy environment, use this guide to stay on top of cleaning, sanitizing and disinfecting throughout the day.

Checklist  
DOWNLOAD



### Facility Cleanliness Guide

Whether the room is made up of crawling babies, wandering toddlers or curious kids, it is critical that shared spaces and frequently touched surfaces are kept clean and free of disease-causing germs and viruses. To help ensure a safer and healthier environment, use this guide to stay on top of cleaning and disinfecting illness-causing germ and virus "hot spots."



Highchairs  
Tables  
Changing Table  
Countertops  
Doorknobs  
Light Switches  
Faucets  
Shared Toys

#### Cleaning 1-2-3's

✓ **WHAT:** Visibly dirty surfaces, including lunch tables or craft areas

✓ **WHEN:** Daily, after a meal or activity

✓ **HOW:** All it takes is soap and water to remove unwanted dirt

#### Safety 101

✓ Don't mix cleaning products.

✓ Keep cleaning products in their original containers.

✓ Read and follow label directions prior to use of products.

✓ Store and dispose of all disinfectants appropriately and out of reach of small children.

#### Disinfecting A-B-C's

✓ **WHAT:** Frequently-touched surfaces and objects within the classroom

✓ **WHEN:** Daily, at a time when children are not present

✓ **HOW:** For visibly dirty surfaces, pre-clean with soap and water or proper surface cleaner. Then disinfect using an EPA-registered disinfectant. Apply product per the manufacturer's directions, leaving on the surface for the entire time indicated.

For food contact surfaces or toys, follow manufacturer's application instructions, then if label directions require, rinse thoroughly with potable water and allow to air dry or dry with a clean towel.

#### What's the Difference?


**Cleaning:** Removing unwanted contaminants, such as soil, dirt and grease, from a surface, material, or your hands, using soap and water or a proper surface cleaner.

**Sanitizing:** Reducing (but not necessarily eliminating) the number of bacteria on the surface to levels considered safe as determined by public health codes or regulations.

**Disinfecting:** Irreversibly inactivating pathogens (microorganisms that may cause infections and disease) including bacteria, viruses and fungi.

When cleaning, sanitizing or disinfecting, ALWAYS follow the directions on the label and do not mix products or chemicals.

Source: Centers for Disease Control and Prevention  
Adapted from: www.cleaningguides.org/files/default/files/documents/Coronavirus/220601-D.pdf



## Hot Spot Guide

A visual guide of the shared spaces and frequently touched surfaces, a.k.a. "hot spots" that are kept clean and free of disease-causing germs and viruses.

## Flyer

DOWNLOAD

# Handwashing Poster

RESOURCE TOOLKIT



CLEANING GUIDES

HANDWASHING POSTER

INTERACTIVE TOOLS

DO'S & DON'TS

POTTY POSTER

CAREGIVER ONE-PAGER

DISINFECTANT HOW-TO GUIDE

Building Blocks of Healthy Child Care

## Building Blocks of Clean

Small habits, like frequent handwashing, can make the biggest difference in keeping us safe and healthy. Adopting proper handwashing habits early on helps to cement healthy practices as children grow and can protect them from getting sick.

**Here's the best way to get rid of those germs!**

**1**

**Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.

**2**

**Lather** your hands by rubbing them together with the soap, scrubbing your fingertips, between your fingers, and under your nails.

**3**

**Scrub** your hands for at least 20 seconds. (Tip: Hum the "Happy Birthday" song twice.)

**4**

**Rinse** your hands thoroughly under running water.

**5**

**Dry** with a clean towel or air dryer.

**Key Moments**

Before eating

After using the bathroom

After blowing your nose, coughing or sneezing

Anytime your hands are dirty

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Sources:  
[cleaninginstitute.org/sites/default/files/documents/Coronavirus/320601-A.pdf](https://cleaninginstitute.org/sites/default/files/documents/Coronavirus/320601-A.pdf) | [cleaninginstitute.org/cleaning-tips/clean-hands](https://cleaninginstitute.org/cleaning-tips/clean-hands)

## Step-by-Step Poster

Follow this poster to learn the proper handwashing habits and cement healthy practices in your child care facility.

8.5" x 11" Poster

**DOWNLOAD**

# Interactive Cleaning Tools



## Flash Cards

These flash cards are a fun and easy way to help kids remember the proper handwashing steps!

## Flash Cards

[DOWNLOAD](#)CLEANING  
GUIDESHANDWASHING  
POSTERINTERACTIVE  
TOOLSDO'S &  
DON'TSPOTTY  
POSTERCAREGIVER  
ONE-PAGERDISINFECTANT  
HOW-TO GUIDE

# Safe Storage Do's and Don'ts

CLEANING  
GUIDES

HANDWASHING  
POSTER

INTERACTIVE  
TOOLS

DO'S &  
DON'TS

POTTY  
POSTER

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HOW-TO GUIDE



Building Blocks of Healthy Child Care

## Health and Safety Go Hand in Hand

When it comes to cleaning, it's important to remember safe storage as part of your everyday routine. With curious kids who are always exploring, storing cleaning and disinfecting products properly is critical for safety.



### Do's

- ✓ Up and out of reach
- ✓ Out of sight
- ✓ In their original containers



### Don'ts

- ✗ Within reach of children
- ✗ Within sight of children
- ✗ In unlabeled containers



## Do's and Don'ts Guide

Use this visual guide to know how to safely store all cleaning products.

## 8.5" x 11" Poster

**DOWNLOAD**

# Potty Guides

RESOURCE TOOLKIT



CLEANING GUIDES

HANDWASHING POSTER

INTERACTIVE TOOLS

DO'S & DON'TS

POTTY POSTER

CAREGIVER ONE-PAGER

DISINFECTANT HOW-TO GUIDE

## The Clean Diaper Change

Following safe protocols for diaper changes is one of the most important ways we can keep ourselves and others healthy.

**1**

Bring all your changing supplies to the diapering area and cover changing surface with a disposable liner.

**2**

After changing the diaper, use soap and water to wash the child's hands thoroughly.

**3**

After the child is in a safe space with adequate supervision, discard soiled diaper and wipes, gloves and disposable liner into the trash can, avoiding touching the lid.

**4**

Wipe away any visible soil with a damp paper towel or baby wipe, then wet the entire surface with disinfectant, making sure you read the label first to use properly.

**5**

Wash your hands thoroughly with soap and water.

<https://www.ciaa.org/HealthSystemHygiene/Reporting/Childcare.html>

## Diaper Change

A reminder of the proper cleaning and hygiene practices for providers that work with diaper-wearing children.

## Visual Guide

DOWNLOAD

## Be a Handwashing Hero: Tips for Providers

Here are some tips to ensure safety and success for great handwashing habits!

### Handwashing Key Moments

- ✓ Before eating food
- ✓ After going to the bathroom
- ✓ After blowing your nose, coughing or sneezing
- ✓ Anytime your hands are dirty
- ✓ Before and after caring for someone who is sick
- ✓ Before and after treating a cut or wound
- ✓ After changing diapers or cleaning up a child who has used the toilet
- ✓ After touching garbage
- ✓ After cleaning up a mess or accident

### Building Blocks of Hand Hygiene: Tips for Potty Training Children

It's never too early to teach children proper hand hygiene. Follow these steps to make it fun and keep your day care clean and healthy!

1. Don't let children leave the bathroom without washing their hands.
2. Provide lower sinks or stools so children can reach the faucet and paper towels or air dryers.
3. Teach children to always use soap.
4. Teach children to wash their hands for 20 seconds by singing the ABC song twice.
5. Teach children to thoroughly dry their hands and dispose of paper towels.
6. Teach children to avoid touching their face and eyes when they have soap on their hands.
7. Thoroughly wash your hands, following the same handwashing practices you teach the children.
8. Use your bathroom break or naptime to read the product label and properly disinfect frequently touched surfaces in the bathroom like doorknobs and sink faucets.

### A Word About Hand Sanitizer

Avoid using hand sanitizer with young children unless handwashing isn't available. When handwashing is not available follow these guidelines:

- ✓ Always supervise children, making sure they don't ingest hand sanitizer.
- ✓ Follow the directions on the label, including the appropriate amount.
- ✓ Don't store hand sanitizer in sight or reach of children under six years old, as the colors and containers could appear as food or drinks.

**If you think a child has ingested any amount of hand sanitizer, call your local poison control center immediately!**

POISON CONTROL PHONE NUMBER: \_\_\_\_\_

<https://www.ciaa.org/HealthSystemHygiene/Reporting/Childcare.html>

## Handwashing Tips

A helpful guide for providers to guide children to handwashing success!

## Flyer

DOWNLOAD



# Parent/Caregiver One-Pager Handout



Building Blocks of Healthy Child Care

## Know the Difference Between Cleaning, Sanitizing and Disinfecting

### Cleaning:

Removing unwanted contaminants, such as soil, dirt and grease, from a surface, material, or your hands, using soap and water or a proper surface cleaner.

### Sanitizing:

When sanitizing, you're reducing (but not necessarily eliminating) the number of bacteria on the surface to levels considered safe as determined by public health codes or regulations.

### Disinfecting:

When disinfecting surfaces and objects, you're irreversibly inactivating pathogens (microorganisms that may cause infections and disease) including bacteria, viruses and fungi.

**When cleaning, sanitizing or disinfecting, ALWAYS follow the directions on the label and do not mix products or chemicals.**

SOURCE:  
[www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html)



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## A Healthy Home

Kids are hard to keep up with and are experts at spreading germs. Maintaining cleaning and hygiene practices is more than just a chore to us. It's another way to show we care for your children.

To help maintain cleaning routines, here are some quick and easy tips to integrate into your everyday at home.

## Adjusting Your Cleaning Routine

### Regular Routine

- Regularly clean frequently touched surfaces like doorknobs, electronics, faucets, countertops and toys.
- Wipe down the kitchen once a week, cleaning the fridge, microwave and floors.
- Always wash hands after cleaning, especially after tasks like changing a diaper or taking out the trash.
- Do laundry once a week.

### Cleaning and Disinfecting When Someone Is Sick

- Disinfect daily, especially items the sick child has touched.
- Have other family members avoid sharing toys, drinks, etc. with the sick child.
- Once the child feels better, wash or disinfect all the toys they may have touched while they were sick.
- Have the whole household wash their hands more frequently, following proper handwashing practices.
- Have hand sanitizer readily available for when washing with soap and water is not possible.
- Take extra steps when laundering the sick child's clothes and blankets by washing with a deeper cleaning detergent and wash and dry on hot.

## How to Clean, Sanitize and Disinfect Toys

### For toys with a porous surface, like teddy bears:

- Make sure the item is machine washable.
- Put the toy in a mesh laundry bag or pillowcase that is tightly secured at the top.
- Launder on the delicate cycle, using cold water and regular detergent or laundry sanitizer.
- Keep in the mesh bag or pillowcase and dry on a low setting.

### For toys with plastic or hard surfaces:

- Remove any dirt or soil by washing with soap and water.
- Sanitize or disinfect with EPA-registered products, always reading the label to ensure proper use of the disinfectant.
- Let disinfectant dry, then rinse toys before returning them to the child.
- Toys that can be put in the mouth should be sanitized and rinsed between uses. Be careful not to have kids share toys in between cleanings.
- Frequently disinfect shared toys or play spaces.

## Caregiver Handout

A resource your facility can provide to parents and/or caregivers to promote proper cleaning and disinfecting routines to keep small children healthy at home.

## Handout

[DOWNLOAD](#)

# How to Use Disinfectants Safely Guide

CLEANING  
GUIDESHANDWASHING  
POSTERINTERACTIVE  
TOOLSDO'S &  
DON'TSPOTTY  
POSTERCAREGIVER  
ONE-PAGERDISINFECTANT  
HOW-TO GUIDE

## Disinfectants Safety Handout

Reference this resource when using and storing disinfectants in your child care facility.

[How-to Guide](#)
[DOWNLOAD](#)