



## TABLE WASHING PROCEDURE

1. To remove gross soil, spray the table (or highchair tray) with a soap-water solution and wipe dry with a disposable paper towel.
2. To sanitize the eating surface, spray the table/tray with bleach-water solution and wait more than 10 seconds before wiping with a disposable towel or allow to air dry. It should be noted that the recommended practice is to wait for 2 minutes to allow the solution to kill germs. However, if there is a delay of more than 10 seconds before the solution is wiped from the surface, this is considered adequate. The surface cannot be sprayed and immediately wiped.

### Additional Precautions

- ❖ Sponges should not be used for sanitizing tables because they soak bacteria away from the surface of the sponge, which then cannot be easily reached in the interior of the sponge by the sanitizing agent.
- ❖ If wet cloths are used, a separate cloth is required for each table/tray, and cloths cannot be returned to soak in a bleach-water solution.
- ❖ Food should not be put directly on the table or highchair tray because eating surfaces are more likely to be contaminated than disposable plates or washed and sanitized dishes.
- ❖ If highchair trays are used as eating surfaces, the trays should be washed and sanitized in the same way as plates and other food service utensils.
- ❖ In case different children rotate through snack, each place must be cleaned and sanitized between use by different children. Sanitizing solution should not be sprayed while children are seated at the table.

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# DIAPERING/HANDWASHING

## Preparing for Diapering

To minimize contamination outside the diaper changing area, prepare for a diaper change **before** bringing the child to the changing table, by having ready:

- ❖ Changing table paper (if used) to cover the table from the child's shoulders to feet (in case it becomes soiled and must be folded over to create a clean surface during the change)
- ❖ Enough wipes for the diaper change (including cleaning the child's bottom and the child's and teacher's hands after taking the soiled diaper away from the child's skin)
- ❖ A clean diaper, plastic bag for soiled clothes and clean clothes (if soiled clothing is anticipated)
- ❖ Non-porous gloves (if they will be used), and a dab of diaper cream on a disposable paper towel if cream is being used

**Supplies should be removed from their containers before starting the diaper change.**

## Diapering procedure

1. Prepare for diapering (as indicated above).
2. Place the child on diapering table. Remove clothing to access diaper. If soiled, place clothes into a plastic bag.
3. Remove soiled diaper and place into a lined, hands-free trashcan. (To limit odor, seal in a plastic bag before placing into trashcan).
4. Use wipes to clean child's bottom from front to back.
5. Use a wipe to remove soil from adult's hands.
6. Use another wipe to remove soil from child's hands.
7. Throw soiled wipes into lined, hands-free trashcan.
8. Put on clean diaper and redress the child.
9. Place the child at the sink and wash hands following the handwashing procedure described below.
10. Clean and sanitize the diapering surface by spraying it with a soap solution (detergent and water) and drying surface with a paper towel. Follow this by spraying the diapering surface with bleach-water solution and wait more than 10 seconds before wiping with a disposable towel or allow to air dry. It should be noted that the recommended practice is to wait for 2 minutes to allow the solution to kill germs. However, if there is a delay of more than 10 seconds before the solution is wiped from the surface, this is considered adequate. The surface cannot be sprayed and immediately wiped.
11. Adult washes hands using the proper handwashing procedure without contaminating any other surfaces.

## Handwashing Procedure

1. Moisten hands with warm water and use liquid soap.
2. Rub hands together for 10 seconds. (Sing one verse of "Row, Row, Row Your Boat.")
3. Rinse hands free of soap under running water.
4. Dry hands with a clean, disposable paper towel or air dry with a blower.
5. Throw the used paper towel into a trashcan.