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HYGIENE GUIDANCE FOR STAFF - CLASSROOMS AND TOILETS

Each staff starts their day at L'Ecole du parc by washing their hands (please refer to the guidance on hand washing"). Anti-bacterial solutions are available throughout the school and should be used on a regular basis.

In every classroom

- Each class has paper towels and latex gloves, which teachers should use to clean up any spillage of bodily fluids. Gloves are disposed of in the nappy bin, and not in the normal bin.
- Each class has a brush and tray
- After a messy activity and snack/lunch, tables should be cleaned and dried and the floor brushed to avoid children walking in mess. Tables are used with antibacterial spray, mixed with water. Staff members will ensure that the spray is not used around children, and tables are sprayed as close to the tables as possible. Anti-bacterial wipes can be used as well.
- Children will be encouraged to wash their hands with soap and water after messy play and before snack/lunch. They will dry their hands with a disposable hand towel. The hand towel dispenser is checked daily and replenished as appropriate. Stock of hand towels are in kitchen upper shelves
- Sleep-time: all children have their mattress, own sheets and blanket. Mattresses are stored in the classroom.
- Teachers need to check sheets carefully each day. Any soiled sheets need to be taken to the laundry area to be cleaned immediately. If sheets are not soiled, they will be cleaned on a rotation basis every 7 days.

Bibs

- Each child should have his/her own bib for the day
 - Plastic bibs are washed and disinfected every day
- After lunch, children's faces are cleaned with wipes/ water and paper towels

Changing area /toilets

- Children over 3 (Petite and Moyenne Section) should go to the WC in small groups or independently. An adult must supervise the children from outside the toilet area and ensure that the children wash their hands with antibacterial soap and water and dry them with paper towels. The supervisor will disinfect the WC and dry with a paper towel if needed.
- Each toilet is equipped with disinfectant spray, extra paper towels, WC paper, nappy bags, cleaning gloves, WC brush. **All these items are to remain on the shelf, so as to be out of reach of the children.**

For children who are using the potty:

- Staff should wash their hands **before and after** changing a child
- Keep any documents, books, children's drawings away from the changing area or neatly placed on the shelves
- **Never leave a child unattended in the changing area**
- Ensure that potties are cleaned out and disinfectant with Dettol after each child
- Ensure that the WC is cleaned with Dettol (and wiped clean with WC paper) between each child
- Each child will wash his/her hands with soap and water and dry these with paper towels

Reviewed by: Elisa Sicking-Bressler and Eva Toth

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