



**Brighton Children's Centre – General Additional Cleaning Duties
COVID-19**

Week of: _____

MORNING:	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Put toys away and disinfect the tables in all rooms	Completed by: _____	Completed by: _____	Completed by: _____	Completed by: _____	Completed by: _____
Disinfect the long windows in the preschool and toddler rooms	Completed by: _____	Completed by: _____	Completed by: _____	Completed by: _____	Completed by: _____
Disinfect the glass partition between the main floor rooms	Completed by: _____	Completed by: _____	Completed by: _____	Completed by: _____	Completed by: _____
Using the large spray bottle, spray down both climbers (if allowed to use)	Completed by: _____	Completed by: _____	Completed by: _____	Completed by: _____	Completed by: _____

RESTIME:	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Disinfect all door handles, hand sanitizer dispensers, counter tops, push to open buttons, phones, stair railings both old and new	Completed by: _____	Completed by: _____	Completed by: _____	Completed by: _____	Completed by: _____
Disinfect walls where the children stand while waiting to go outside	Completed by: _____	Completed by: _____	Completed by: _____	Completed by: _____	Completed by: _____
Disinfect the glass on the front and stairway doors on both sides	Completed by: _____	Completed by: _____	Completed by: _____	Completed by: _____	Completed by: _____

Disinfect the elevator buttons and door handle both upstairs and down	Completed by: _____	Completed by: _____	Completed by: _____	Completed by: _____	Completed by: _____
Ensure that all rooms have full bottles of disinfectant and all soap dispensers are full	Completed by: _____	Completed by: _____	Completed by: _____	Completed by: _____	Completed by: _____
Clean and disinfect/laundry bedding, cots and sleeping equipment after each use or when visibly soiled.	Completed by: _____	Completed by: _____	Completed by: _____	Completed by: _____	Completed by: _____

END OF SHIFT:	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Pull all chairs away from the table	Completed by: _____	Completed by: _____	Completed by: _____	Completed by: _____	Completed by: _____
Empty all toys onto the tables, spread out as much as possible, including the toy buckets, pencils, markers, glue sticks, scissors etc.	Completed by: _____	Completed by: _____	Completed by: _____	Completed by: _____	Completed by: _____
Disinfect your tablet and put away	Completed by: _____	Completed by: _____	Completed by: _____	Completed by: _____	Completed by: _____
Sweep the floor ensuring there is no toys, snack, or paper on the floor	Completed by: _____	Completed by: _____	Completed by: _____	Completed by: _____	Completed by: _____

<p>Using the spray bottles provided, start at the far end of each room and mist all surfaces, toys, tables, chairs, play equipment, phones, light switches, window sills, garbage & recycling containers while you are backing out of the room - let air dry</p>	<p>Completed by: _____</p>	<p>Completed by: _____</p>	<p>Completed by: _____</p>	<p>Completed by: _____</p>	<p>Completed by: _____</p>
<p>Using the spray bottle in each washroom, mist toilets, sinks, potties, assist bars, change table and stools - let air dry</p>	<p>Completed by: _____</p>	<p>Completed by: _____</p>	<p>Completed by: _____</p>	<p>Completed by: _____</p>	<p>Completed by: _____</p>
<p>Disinfect the laundry room door handle and buttons on the washing machine and dryer</p>	<p>Completed by: _____</p>	<p>Completed by: _____</p>	<p>Completed by: _____</p>	<p>Completed by: _____</p>	<p>Completed by: _____</p>

When disinfecting wear gloves and use a clean cloth. Saturate the cloth before wiping surfaces. Change cloth in between surfaces. Allow the surfaces to air dry and disinfect the spray bottle when finished. When using spray bottle, always spray disinfectant to cleaning clothes, not surfaces.