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***Cleanliness & Readiness for Ones***

***One of the pillars in Next Level Kids is a clean, safe environment for children to learn and explore.***

As Kids Ministry team members, we are all responsible for making sure the classroom is properly cleaned and the necessary supplies are in order for each service. The Coach should encourage the entire team to complete the following:

***Before Services:***

* Wash your hands.
* Lay out the rug if needed.
* Spray all tables, counters, door handles, crash bars and high touch areas with HDQ spray and let it sit on the surface for 10 minutes. Wipe down all surfaces after 10 minutes with paper towels.
* Put clean sheets on the cribs, wipe down the bars and frame with disinfectant and place a dot sticker on the clean sheets to let others know that the crib is clean. The sheets need to be changed and the whole frame disinfected after each use.
* Make sure appropriate Service (1st or 2nd) Clean toy bin is in classroom.
* Be sure all the toys, games and videos are arranged in an organized and attractive manner in the appropriate places. Be sure all parts to all toys are together.

***Between Services:***

* Wash your hands.
* Spray rugs with disinfecting spray.
* Clear everything off any and all surfaces and wipe them down with disinfecting wipes. (Allow 10 minutes for wiped areas to dry before use)
* Disinfect and put away all supplies. (Allow 10 minutes for wiped areas to dry before use)
* Put away all snack supplies.
* Throw out any sippy cups that were used from the church supplies.
* Spray all tables, counters, door handles, crash bars and high touch areas with HDQ spray and let it sit on the surface for 10 minutes. Wipe down all surfaces after 10 minutes with paper towels.
* Wipe all knobs, handles, light switches, exersaucers, swings, bouncy seats, chairs used, play surfaces and hard surfaces with disinfecting wipes. (Allow 10 minutes for wiped areas to dry before use)
* Take bin of used toys out of classroom and replace with Clean toy bin for 2nd Service.
* Vacuum/sweep floors as needed
* Wipe down/Disinfect all parts of the feeding table including safety straps and inside the seats. (Allow 10 minutes for wiped areas to dry before use)
* Wash your hands.

***After the Last Service:***

* Wash your hands.
* Wipe all knobs, toys, play surfaces and hard surfaces with disinfecting wipes. Dry before putting away.
* Wipe down/Disinfect all parts of the feeding table including safety straps and inside the seats.
* Wash all toys that were chewed on with warm water and dish soap. Dry before putting away.
* Throw out any sippy cups that were used from the church supplies.
* Wipe down changing pad with Lysol wipes.
* Vacuum/sweep floors.
* Remove sheets from the crib and place in the hamper.
* Be sure all the toys, games, and videos are arranged in an organized and attractive manner in the appropriate places. Be sure all parts to all toys are together.
* Clear everything off any and all surfaces and wipe them down with disinfecting wipes.
* Put away all supplies
* Spray all tables, counters, door handles, crash bars and high touch areas with HDQ spray and let it sit on the surface for 10 minutes. Wipe down all surfaces after 10 minutes with paper towels.
* Assign someone to sanitized all “Used” supplies in Take 2. Spray all supplies, let sit for 10 minutes, then dry before putting away.
* Roll up the carpet and prop against the wall in a corner.
* Tie up the trash bags and place new liners in all cans. As you are leaving the room, place the trash bags in the hallway just outside your door (if there are no remaining families).
* Wash your hands.

***Hand Washing/Hand Sanitizer***

Every staff member/volunteer must wash and/or use hand sanitizer prior to entering a classroom.

When to wash your hands:

* Before handling food or bottles
* After using the restroom
* After changing *each* child’s diaper
* After wiping a child’s nose
* After coming in contact with any bodily fluids