

DSS Policy and Procedure Guide	
Division 03: Child Welfare	Chapter 04: Ongoing Case Management/Practice
Item 025: Visitation Sanitation Guide	
Suggested changes send to: DSS Child Welfare QA	Issued: January 10, 2011
References: Community Care Licensing regulation code numbers 101438.1 , 101638.1 and 101238	Replaces Issue: New

Policy

It is the policy of the Department of Social Services (DSS) Child Welfare to follow sanitation requirements as established by the Community Care Licensing regulations for child care centers for rooms designated as visitation rooms. DSS staff is responsible for the routine cleaning of toys and equipment and for maintaining a clean, welcoming environment during visitation hours. General services staff is responsible to comply with cleaning schedules as required for ongoing cleanliness of the facility. Any concerns as to the cleanliness of the facilities are to be emailed to [DSS Facility Resources](#) for immediate resolution.

Purpose

To establish written protocols for the ongoing cleanliness of visitation rooms to provide a safe and healthy environment for visitation to take place between children and family members.

Procedures

At the end of each visit:

- Visitation Aids will remove toys from the visitation room that have been mouthed by infants and place them in toy bins that are designated for dirty toys.
- Any larger toy in the room that has been mouthed by the infant, and is designated to remain in the visitation rooms, will be wiped down by the Visitation Aide using Clorox all-purpose disinfectant wipes.
- Diaper changing tables will be wiped down, if used, at the conclusion of each visit by the Visitation Aide using Clorox all-purpose disinfectant wipes.
- Tables or large surfaces where food has been placed will be wiped down at the conclusion of each visit by the Visitation Aide using Clorox all-purpose disinfectant wipes.

At the end of each day or after the last visit of the day:

- Visitation Aids, or other designated personnel, will lay out all of the toys in the dirty toy bin and all toys used by the children during that day on a flat surface. These toys will be sprayed with Clorox Anywhere Hard Surface Daily Sanitizing Spray. These toys will then be left for approximately two minutes to allow the bacteria to be eliminated. No wiping or rinsing is required.
- All toys that are designated to remain in the visitation rooms will be wiped down by the Visitation Aide, or designated personnel, using Clorox all-purpose disinfectant wipes.
- All flat surfaces in the visitation rooms will be wiped down by the Visitation Aide, or designated personnel, using Clorox all-purpose disinfectant wipes.
- All door knobs/handles for visitation rooms will be wiped down by the Visitation Aide, or designated personnel, using Clorox all-purpose disinfectant wipes.
- The carpeted areas of the visitation rooms will be vacuumed by designated personnel.
- Any spills on flooring or furniture that require janitorial services shall be brought to the notice of janitorial staff by emailing the [DSS Facility Resources](#) mail box.

Weekly:

- Visitation Aids, or designated personnel, will lay out all toys that are in the toy rotation on a flat surface. These toys will be sprayed with Clorox Anywhere Hard Surface Daily Sanitizing Spray. These toys will then be left for approximately two minutes to allow the bacteria to be eliminated. No wiping or rinsing is required.

Monthly:

- Walls and doors of the visitation rooms will be disinfected with any all-purpose cleaner.
- Large area rugs are to be washed monthly by an established DSS service.

Responsibility

- Visitation aides are responsible for the cleaning of toys and equipment used by children and families and to secure the cleaning agents when not in use.
- The Visitation Social Work Supervisor is responsible to ensure that protocols are adhered to and to establish and maintain a cleaning log for each visitation room to ensure compliance is documented.
- Administration is responsible to ensure that sufficient janitorial staff is available to maintain the facilities cleanliness and kept in good repair.

Training

DSS Child Welfare personnel that work as Visitation Aids and Office Assistants associated with Visitation and responsible for the cleaning of the toys and visitation rooms will complete training in the use of cleaning products and other potential hazardous materials. This training will be provided by the County Risk Management Department on an annual basis. Such training will include instruction on Material Safety Data Sheets and where to find the information on the unit when needed.

Laws and Regulations

Regarding sanitation of areas used by children and/or caretakers: (CCL regulation code: 101438.1 and 101638.1)

- Any carpeted area or large area rugs must be vacuumed daily and washed every six months
- Walls and doors surrounding the area should be disinfected monthly
- Any area used for diaper changing should be disinfected after every use
- Objects such as toys that are mouthed by infants (0-2 yrs) should be disinfected at least daily or more if necessary
- Objects such as toys that are used by children shall be washed daily, more if necessary

Regulations regarding products that may be used for cleaning:

(CCL regulation code: 101238 and 101638.1)

- Any disinfecting or cleaning solution used must be prepared fresh daily
- When bleach is used it is diluted to ¼ cup of bleach per gallon of water (made fresh daily)
- Commercial disinfecting solutions are permitted as long as used in accordance with the label
- **All** disinfectant and/or cleaning solutions and other hazardous material should be stored away from the reach of children

Safe and easy products to use around children:

Clorox Anywhere Hard Surface Daily Sanitizing Spray

- Gentle enough to use around children and food, powerful enough to kill 99.9% of bacteria, including E. coli, Salmonella, Staph, and Strep. It has no harsh fumes and leaves no harmful chemical residue. It does not require wiping or rinsing.
- After spraying, leave for two minutes to eliminate bacteria. No rinsing or wiping is required.
- Can be used on hard, non-porous surfaces in every room including:
 - * Highchairs
 - * Sinks
 - * Doorknobs
 - * Diaper Pails
 - * Changing Tables
 - * Plastic Cutting Boards
 - * Baby Toys
 - * Strollers
 - * Pacifiers
 - * Tabletops
 - * Play Tables

Clorox all-purpose disinfectant wipes