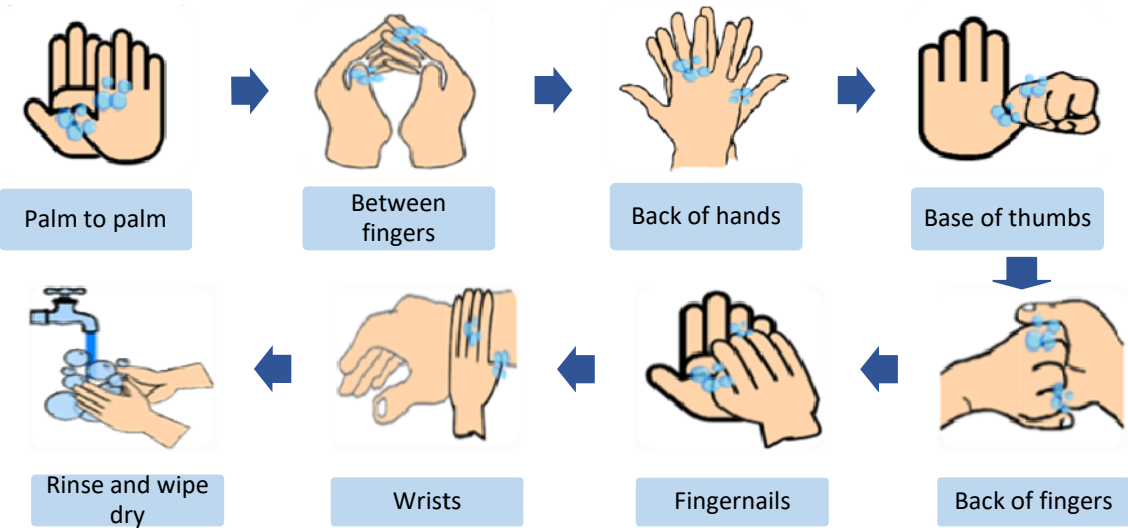








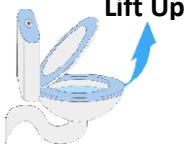







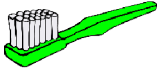




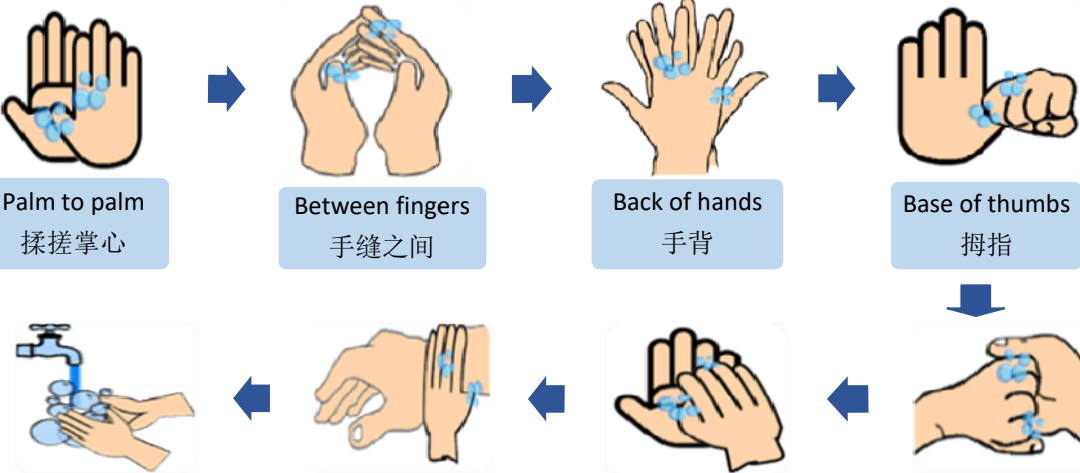






Preschool Hygiene Checklist (Children)	Tick if done
<p>HAND HYGIENE & TOILETING</p> <p>I practise the 8 steps of proper handwashing and rub my hands for at least 20 seconds - Sing the “Happy Birthday” song from beginning to end for two times.</p> <p>Using soap and water</p> 	
<p>I wash my hands following the 8 steps of proper handwashing</p> <ul style="list-style-type: none"> • before and after eating • after toileting • after touching animals • when hands are dirtied after coughing or sneezing • when hands are dirtied after playing 	    
<p>I flush the toilet after using it</p>	

<p> <u>Boys</u></p> <p>I lift up the toilet seat before passing urine and wipe the seat if it is wet</p> <p> <u>Girls</u></p> <p>I wipe myself clean after passing urine and wipe the seat if it is wet</p>	 
RESPIRATORY & COUGH HYGIENE	
<p>I cover my mouth and nose with a tissue when sneezing or coughing. I throw the used tissue into a bin right away.</p>	
<p>I wear a mask which covers my mouth and nose when I am not feeling well (e.g. Running nose, cough and fever).</p>	
<p>I do not touch my face and rub my eyes, nose and mouth</p>	
PERSONAL BELONGINGS	
<p>My name is on my own items and I do not share them with others</p> <ul style="list-style-type: none"> Eating cutlery Drinking utensils Bath towels Toothbrushes Toothpastes 	    
ORAL HYGIENE	
<p>I use a clean and working toothbrush. I change my toothbrush when bristles are worn out or frayed.</p>	

Preschool Hygiene Checklist (Teachers) 学前教育中心卫生检查表 (教师)	Tick if done 完成后打勾
TEMPERATURE TAKING & HEALTH CHECKS (体温检测和健康检查)	
<p>Daily temperature screening is conducted at least once a day to ensure that children do not have a temperature of 37.5°C and above</p> <p>每天至少进行一次体温检测，以确保孩童们的温度不是 37.5 摄氏度或以上</p>	
<p>Health checks are carried out at least once a day to detect any symptoms of communicable diseases (e.g. Flu-like symptoms) and ill health among children</p> <p>每天至少进行一次健康检查，以检出是否有传染病的症状（例如流感类似的状况）与健康状况欠佳的孩童</p>	
HAND HYGIENE (手卫生)	
<p>Practise 8 steps of proper handwashing and rubbing for 15 to 20 seconds (Sing the “Happy Birthday” song from beginning to end for two times) with the following steps:</p> <p>练习正确洗手的 8 个步骤需揉搓双手 15 至 20 秒（哼唱生日快乐歌两次）并遵循以下步骤：</p> <div data-bbox="108 817 1236 1377">  <div> <div>Palm to palm 揉搓掌心</div> <div>Between fingers 手缝之间</div> <div>Back of hands 手背</div> <div>Base of thumbs 拇指</div> <div>Back of fingers 手指背部</div> <div>Fingernails 指甲</div> <div>Wrists 手腕</div> <div>Rinse and wipe dry 清洗擦干</div> </div> <p>Hand hygiene is correctly performed by teachers in the following situations:</p> <p>在以下情况下，教师须正确遵循双手卫生：</p> <ul style="list-style-type: none"> Before and after assisting children with eating or toileting 协助孩童饮食或使用厕所的前后 Before and after providing first aid or medication 提供急救或药物治疗的前后 Before and after touching an ill or injured person 触摸生病或受伤人士的前后 After contact with body fluids (e.g. Blood, respiratory secretions) 接触体液（例如血液、呼吸道分泌物）后 After a diaper change 给孩童更换尿布后 </div>	







* Disinfection can be done with a 1:50 dilution of household bleach disinfectant (5.25% - 6.15%)
可以用消毒液（消毒液如家用漂白剂（5.25% - 6.15%）与水的稀释比例为 1:50）进行消毒

** Disinfection can be done with a 1:10 dilution of household bleach disinfectant (5.25% - 6.15%)
可以用消毒液（消毒液如家用漂白剂（5.25% - 6.15%）与水的稀释比例为 1:10）进行消毒

<p>Assist children in handwashing if children are unable to wash their hands by themselves</p> <p>如果孩童无法自行洗手，教师可以从旁协助</p>	
FOOD HYGIENE (食物卫生)	
<p>Teachers who prepare food in the kitchen should not assist in toileting children or diaper changing</p> <p>若负责在厨房准备食物就不应协助孩童使用厕所或更换尿布</p>	
<p>Avoid saliva-sharing habits (e.g. Sharing cutlery, blowing food to cool it) when feeding children to avoid bacterial transmission to children</p> <p>给孩童喂食时须避免任何唾液共享行为（例如共用餐具、用嘴吹凉食物），以免把细菌传染给孩童</p>	
DIAPER CHANGING (换尿布)	
<p>The following diaper changing procedures are to be followed by teachers:</p> <p>教师须遵循以下更换尿布的步骤：</p> <ol style="list-style-type: none"> 1. Place disposable paper towels on the diapering table 将一次性的纸巾铺在尿布台上 2. Put on disposable gloves and apron (if needed) 配戴一次性手套和围裙（如果需要） 3. Lay the child on the diapering table and unfasten the soiled diaper without removing it 将孩童放在尿布台上，然后把尿布解开但不拿掉 4. Clean child's bottom, front to back, with disposable wipes 用一次性湿巾从前向后擦拭孩童的屁股 5. Fold the soiled diaper surface inward. Wrap and tie securely in a plastic bag before discarding it into the diaper trash bin 把脏尿布对折后（脏的一面折向里面），将脏尿布装进塑料袋并绑紧，然后扔到尿布垃圾箱 6. Put on a clean diaper and adjust it 将干净的尿布放置孩童身下并进行调整 7. Dispose of any paper towels on the diapering table and disposable gloves 把铺在尿布台上的一次性纸巾与用过的一次性手套扔掉 8. Clean and disinfect** the diapering table 尿布台进行清洁与消毒** 	

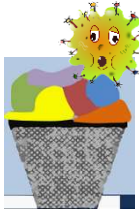


* Disinfection can be done with a 1:50 dilution of household bleach disinfectant (5.25% - 6.15%)
可以用消毒液（消毒液如家用漂白剂（5.25% - 6.15%）与水的稀释比例为 1:50）进行消毒

** Disinfection can be done with a 1:10 dilution of household bleach disinfectant (5.25% - 6.15%)
可以用消毒液（消毒液如家用漂白剂（5.25% - 6.15%）与水的稀释比例为 1:10）进行消毒

HANDLING AND DISPOSAL OF INFECTIOUS WASTE (处理和处置感染性废物)		
<p>Basic protective clothing (e.g. Disposable gloves, aprons) are worn in situations involving body fluids (e.g. Assisting a child to change clothing soiled with blood) and are discarded after use</p> <p>在可能接触体液的情况下（例如帮孩童更换沾满鲜血的衣服）须穿着基本防护服（例如一次性手套、围裙）并在使用后扔掉</p>		
<p>Waste handling equipment (e.g. A pair of sturdy tongs) and leak-proof sealable bags are used to handle infectious waste (e.g. Soiled dressings) or to remove sharp materials (e.g. Broken glass)</p> <p>处理传染性废物（例如伤口敷料）或清除尖锐物品（例如碎玻璃）时须使用废物处理设备（例如一双坚固的钳子）和防漏密封袋</p>		
<p>For vomitus or faeces:</p> <p>处理呕吐物或排泄物:</p> <ul style="list-style-type: none"> Contaminated surfaces are wiped with disposable paper towels and disinfected* 受污染的表面须使用一次性纸巾擦净然后进行清洁与消毒* Contaminated food contact surfaces are cleaned and disinfected* 受食物污染的表面须进行清洁与消毒* 		
<p>Body fluid spills are cleaned and disinfected** with a contact time of at least one minute for hospital-grade disinfectants or ten minutes for other disinfectants. The area is left to air dry when using no-rinse disinfectants or is rinsed again and left to air dry when using other disinfectants.</p> <p>受体液污染的区域须进行清洁与消毒**。若是使用医院等级的消毒剂须至少保持 1 分钟湿润状态或使用其它的消毒剂则须至少保持 10 分钟湿润状态，若是使用免清洗的消毒剂时可自然风干，若是使用其它的消毒剂时则须再次清洗并等待自然风干</p>		
<p>Small body fluid spills (e.g. Spots of blood) are cleaned and disinfected with alcohol-impregnated wipes or cleaned and disinfected according to the above process of clearing body fluid spills</p> <p>受少量体液污染的区域（例如血斑）须使用酒精湿巾进行清洁与消毒或依照以上清理体液污染的程序</p>		
<p>Toys contaminated by saliva, stool or body fluids are cleaned and disinfected by soaking them in the disinfectant for at least 10 minutes and rinsing them before being handled by children</p> <p>被唾液、粪便或体液污染的玩具须浸泡在消毒液至少 10 分钟进行清洁与消毒才能把玩具交回给孩童</p>		









* Disinfection can be done with a 1:50 dilution of household bleach disinfectant (5.25% - 6.15%)
可以用消毒液（消毒液如家用漂白剂（5.25% - 6.15%）与水的稀释比例为 1:50）进行消毒

** Disinfection can be done with a 1:10 dilution of household bleach disinfectant (5.25% - 6.15%)
可以用消毒液（消毒液如家用漂白剂（5.25% - 6.15%）与水的稀释比例为 1:10）进行消毒









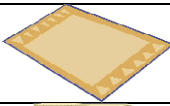



<p>Clothing contaminated by stool or body fluids are first disinfected by soaking them in disinfectant for at least 10 minutes before rinsing them or sprayed with disinfectant and kept in leak-proof sealable bags for at least 10 minutes before rinsing</p> <p>被粪便或体液污染的衣物须浸泡在消毒液至少 10 分钟才进行清洗或将消毒液喷至衣物并放入防漏密封袋至少 10 分钟才进行清洗</p>	
ENVIRONMENTAL HEALTH (环境卫生)	
<p>Ensure that children are not nearby when carrying out disinfection</p> <p>进行消毒时，确保孩童不在周围</p>	
<p>Ensure that toxic substances (e.g. Disinfectants) are stored properly and not accessible to children</p> <p>确保有毒物品（例如消毒剂）已妥善存放在孩童无法接触到的地方</p>	

* Disinfection can be done with a 1:50 dilution of household bleach disinfectant (5.25% - 6.15%)
 可以用消毒液（消毒液如家用漂白剂（5.25% - 6.15%）与水的稀释比例为 1:50）进行消毒

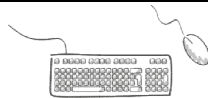








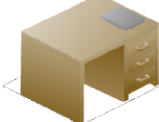
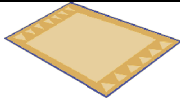



** Disinfection can be done with a 1:10 dilution of household bleach disinfectant (5.25% - 6.15%)
 可以用消毒液（消毒液如家用漂白剂（5.25% - 6.15%）与水的稀释比例为 1:10）进行消毒

Preschool Hygiene Checklist of Daily Tasks (Food Handlers) 学前教育中心每日职务卫生检查表（食品处理员）	Tick if done 完成后打勾
Clean, tidy clothes and an apron are worn when handling food 处理食物时衣服和围裙须干净整洁	
Good hygiene practices (e.g. Washing hands before cooking) are observed at all times during food preparation 处理食物时须每时每刻保持良好的卫生习惯（例如烹饪前洗手）	
Suitable and clean utensils (e.g. Tongs, single-use gloves) are used to handle cooked food or food which does not require further cooking (e.g. Salad, ice) 处理煮熟或不需要烹饪的食物时（例如沙拉、冰）须使用合适干净的器皿（例如钳子、一次性手套）	
Surfaces for food preparation (e.g. Cutting boards) are cleaned and sanitised** between tasks and before/after use 处理食物时所接触的表面（例如切菜板）在准备食物时和使用前后须进行清洁与消毒**	
Kitchenware (e.g. Oven, microwave) is cleaned and sanitised** at least once a day or after use 厨具（例如烤箱、微波炉）每日或使用后须至少进行一次清洁与消毒**	
Kitchen walls and stovetops are cleaned and sanitised** after cooking 厨房墙壁和炉灶在灶烹饪后须进行清洁与消毒**	
Separate sets of cooking instruments (e.g. Cutting boards, knives) are provided for raw and cooked food to prevent cross contamination 生食品和熟食品须使用单独的烹饪工具（例如切菜板、刀具），以避免交叉污染	
Raw food and cooked or ready to eat food are kept separately to prevent cross contamination 生食品和熟食品或即食食品须分开存放，以避免交叉污染	
Food and utensils should be stored in a clean, dry location which is at least 30cm above the floor to prevent contamination (e.g. Dust) 食物和餐具须存放在距离地板至少 30 公分的清洁、干燥的地方，以避免污染（例如灰尘）	
For long term food storage, cooked food need to be kept at below 10°C or above 60°C to prevent harmful bacteria growth 如果要长期存放食物，储存熟食的温度需低于 10 摄氏度或高于 60 摄氏度，以避免有害细菌的生长	












** Sanitisation can be done with a 1:250 dilution of household bleach disinfectant (5.25% - 6.15%)
 可以用消毒液（消毒液如家用漂白剂（5.25% - 6.15%）与水的稀释比例为 1:250）进行消毒

Preschool Hygiene Checklist of Cleaning Tasks (Entrance) 学前教育中心清洗职务卫生检查表（入口）		Tick if done 完成后打勾
Tablet computers (e.g. Apple iPad) used for visitor registration are cleaned and sanitised with sanitising wipes after use 用于访客注册的平板电脑（例如 Apple iPad）在使用后须用消毒湿巾进行清洁与消毒		
Handheld temperature scanner is cleaned and disinfected* according to manufacturer's instructions at least once a day 手持温度扫描器须每日根据制造商的说明至少进行一次清洁与消毒*		
Hand sanitiser dispenser is cleaned, disinfected* and replenished at least once a day and is in working condition 手消毒液容器须每日至少进行一次清洁、消毒*和装满并确保完好无损		
Desk accessories (e.g. Stationery) are cleaned and disinfected* at least once a day 办公桌配件（例如文具）须每日至少进行一次清洁与消毒*		
Trash bins are lined with plastic bags and emptied at least once a day 垃圾桶须每日至少清空一次并确保垃圾桶内装有塑料袋		
Frequently touched points (e.g. Door knobs, switches) are cleaned and disinfected* at least once a day 对频繁接触的表面（例如门把手、电灯开关）须每日至少进行一次清洁与消毒*		
The floor is cleaned and disinfected* at least once a day 地板须每日至少进行一次清洁与消毒*		
Countertops and chairs are cleaned and disinfected* at least once a day and once a week respectively 办公桌面和椅子须分别每日和每周至少进行一次清洁与消毒*		
Carpets are vacuumed at least once a day and cleaned at least once every three months 地毯须每日至少吸尘一次，每三个月至少进行一次清洗		
Shoe racks are cleaned and disinfected* at least once a week 鞋架须每周至少进行一次清洁与消毒*		
Display shelves (e.g. Brochure racks) are cleaned and disinfected* at least once a month 展示架（例如宣传手册架）须每月至少进行一次清洁与消毒*		
Bulletin boards are cleaned and disinfected* at least once a month 公告栏须每月至少进行一次清洁与消毒*		
A set of colour-coded cleaning equipment (e.g. Cloths, pails, gloves) is provided and utilised only for the entrance (no other areas allowed) to prevent cross contamination 入口（其它地方禁止使用）采用颜色分制的清洁设备（例如布、提桶、手套），以避免交叉感染		








* Disinfection can be done with a 1:50 dilution of household bleach disinfectant (5.25% - 6.15%)
 可以用消毒液（消毒液如家用漂白剂（5.25% - 6.15%）与水的稀释比例为 1:50）进行消毒

Preschool Hygiene Checklist of Cleaning Tasks (Office) 学前教育中心清洗职务卫生检查表（办公室）		Tick if done 完成后打勾
Computer keyboards and mice are cleaned and sanitised with sanitising wipes after use 电脑键盘和鼠标使用后须用消毒湿巾进行清洁与消毒		
Desk accessories (e.g. Stationery) are cleaned and disinfected* at least once a day 办公桌配件（例如文具）须每日至少进行一次清洁与消毒*		
Buttons on printers are cleaned and disinfected* at least once a day 打印机上的按钮须每日至少进行一次清洁与消毒*		
Phone receivers are cleaned and disinfected* at least once a day 电话听筒须每日至少进行一次清洁与消毒*		
Drawers and their handles are cleaned and disinfected* at least once a day 抽屉柜及其拉手须每日至少进行一次清洁与消毒*		
The office is checked for potential dengue vector breeding sites at least once a day and any breeding sites are removed immediately 每日至少检查一次并立即清除蚊子可能滋生繁殖的地方		
Trash bins are lined with plastic bags and emptied at least once a day 垃圾桶须每日至少清空一次并确保垃圾桶内装有塑料袋		
Frequently touched points (e.g. Door knobs, switches) are cleaned and disinfected* at least once a day 对频繁接触的表面（例如门把手、电灯开关）须每日至少进行一次清洁与消毒*		
The floor is cleaned and disinfected* at least once a day 地板须每日至少进行一次清洁与消毒*		
Office desks and chairs are cleaned and disinfected* at least once a day and at least once a week respectively 办公桌面和椅子须分别每日和每周至少进行一次清洁与消毒*		
Carpets are vacuumed at least once a day and cleaned at least once every three months 地毯须每日至少吸尘一次，每三个月至少进行一次清洗		
Bookshelves are cleaned and disinfected* at least once a month 书架须每月至少进行一次清洁与消毒*		
Bulletin boards are cleaned and disinfected* at least once a month 公告栏须每月至少进行一次清洁与消毒*		
A set of colour-coded cleaning equipment (e.g. Cloths, pails, gloves) is provided and utilised only for the office (no other areas allowed) to prevent cross contamination 办公室（其它地方禁止使用）采用颜色分制的清洁设备（例如布、提桶、手套），以避免交叉感染		

* Disinfection can be done with a 1:50 dilution of household bleach disinfectant (5.25% - 6.15%)
可以用消毒液（消毒液如家用漂白剂（5.25% - 6.15%）与水的稀释比例为 1:50）进行消毒

Preschool Hygiene Checklist of Cleaning Tasks (Communal Room) 学前教育中心清洗职务卫生检查表（共用室）	Tick if done 完成后打勾
<p>Shared communal toys which are immersible (e.g. Stacking cups, Lego blocks) are cleaned and disinfected* followed by air drying after use</p> <p>可浸泡水中的共用玩具（例如叠杯玩具、乐高积木）使用后须进行清洁与消毒，然后风干</p>	
<p>Shared communal toys which are non-immersible (e.g. Toy cars, slides) are cleaned and disinfected with alcohol-impregnated wipes after use</p> <p>不可浸泡水中的共用玩具（例如玩具车、滑梯）使用后须用酒精湿巾进行清洁与消毒</p>	
<p>Desk accessories (e.g. Stationery) are cleaned and disinfected* at least once a day</p> <p>学习桌配件（例如文具）须每日至少进行一次清洁与消毒*</p>	
<p>Trash bins are lined with plastic bags and emptied at least once a day</p> <p>垃圾桶须每日至少清空一次并确保垃圾桶内装有塑料袋</p>	
<p>Frequently touched points (e.g. Door knobs, switches) are cleaned and disinfected* at least once a day</p> <p>对频繁接触的表面（例如门把手、电灯开关）须每日至少进行一次清洁与消毒*</p>	
<p>The floor is cleaned and disinfected* at least once a day</p> <p>地板须每日至少进行一次清洁与消毒*</p>	
<p>Desks and chairs are cleaned and disinfected* at least once a day and once a week respectively</p> <p>书桌和椅子须分别每日和每周至少进行一次清洁与消毒*</p>	
<p>Mattress covers and blankets are washed with detergent in a washing machine at least once a week or before use by another child</p> <p>床垫套和床毯须每周或在其他孩子使用之前放入洗衣机中用洗涤剂至少进行一次清洗</p>	
<p>Bookshelves are cleaned and disinfected* at least once a month</p> <p>书架须每月至少进行一次清洁与消毒*</p>	
<p>Bulletin boards are cleaned and disinfected* at least once a month</p> <p>公告栏须每月至少进行一次清洁与消毒*</p>	
<p>A set of colour-coded cleaning equipment (e.g. Cloths, pails, gloves) is provided and utilised only for the communal room (no other areas allowed) to prevent cross contamination</p> <p>共用室（其它地方禁止使用）采用颜色分制的清洁设备（例如布、提桶、手套），以避免交叉感染</p>	

* Disinfection can be done with a 1:50 dilution of household bleach disinfectant (5.25% - 6.15%)
 可以用消毒液（消毒液如家用漂白剂（5.25% - 6.15%）与水的稀释比例为 1:50）进行消毒

Preschool Hygiene Checklist of Cleaning Tasks (Classroom) 学前教育中心清洗职务卫生检查表（教室）		Tick if done 完成后打勾
<p>Educational toys and manipulatives (e.g. Puzzles) are appropriately cleaned and disinfected* at least once a day or after use</p> <p>益智玩具（例如拼图）须每日或使用后至少进行一次适当的清洁与消毒*</p>		
<p>Desk accessories (e.g. Stationery) are cleaned and disinfected* at least once a day</p> <p>学习桌配件（例如文具）须每日至少进行一次清洁与消毒*</p>		
<p>Whiteboard accessories (e.g. Dusters, magnets) are cleaned and disinfected* at least once a day</p> <p>白板配件（例如白板擦、白板磁扣）须每日至少进行一次清洁与消毒*</p>		
<p>Drawers and their handles are cleaned and disinfected* at least once a day</p> <p>抽屉柜及其拉手须每日至少进行一次清洁与消毒*</p>		
<p>Trash bins are lined with plastic bags and emptied at least once a day</p> <p>垃圾桶须每日至少清空一次并确保垃圾桶内装有塑料袋</p>		
<p>Frequently touched points (e.g. Door knobs, switches) are cleaned and disinfected* at least once a day</p> <p>对频繁接触的表面（例如门把手、电灯开关）须每日至少进行一次清洁与消毒*</p>		
<p>The floor is cleaned and disinfected* at least once a day</p> <p>地板须每日至少进行一次清洁与消毒*</p>		
<p>Study desks and chairs are cleaned and disinfected* at least once a day and at least once a week respectively</p> <p>书桌和椅子须分别每日和每周至少进行一次清洁与消毒*</p>		
<p>Bookshelves are cleaned and disinfected* at least once a month</p> <p>书架须每月至少进行一次清洁与消毒*</p>		
<p>Bulletin boards are cleaned and disinfected* at least once a month</p> <p>公告栏须每月至少进行一次清洁与消毒*</p>		
<p>A set of colour-coded cleaning equipment (e.g. Cloths, pails, gloves) is provided and utilised only for the classroom (no other areas allowed) to prevent cross contamination</p> <p>教室（其它地方禁止使用）采用颜色分制的清洁设备（例如布、提桶、手套），以避免交叉感染</p>		

* Disinfection can be done with a 1:50 dilution of household bleach disinfectant (5.25% - 6.15%)
可以用消毒液（消毒液如家用漂白剂（5.25% - 6.15%）与水的稀释比例为 1:50）进行消毒

Preschool Hygiene Checklist of Cleaning Tasks (Infant/Toddler Care) 学前教育中心清洗职务卫生检查表（婴幼儿护理）		Tick if done 完成后打勾
Diaper-changing areas are cleaned and disinfected with a 1:10 dilution of household bleach disinfectant (5.25% - 6.15%) after each diaper change 换尿布的地方更换尿布后须用消毒液（消毒液如家用漂白剂（5.25% - 6.15%）与水的稀释比例为 1:10）进行清洁与消毒		
Potty chair (Use is discouraged due to high risk of contamination) is cleaned and disinfected* immediately after each use 儿童座便器（由于高污染风险而不鼓励使用）使用后须立即进行清洁与消毒*		
Milk bottles are cleaned and sterilised using the steriliser immediately after each use 奶瓶使用后须立即用消毒器进行清洁与消毒		
Highchair trays are cleaned and sanitised** before and after each use 托盘高脚椅使用之前和之后须进行清洁与消毒**		
Cloth bibs are cleaned and sanitised** after each use 围兜使用后须进行清洁与消毒**		
Plastic mouthed toys/Toys contaminated by body fluids (e.g. Saliva) are cleaned and disinfected with antiseptic wipes after each use 塑料咬嘴玩具/受体液（例如唾液）污染的玩具使用后须用消毒湿巾进行清洁与消毒		
Diaper trash cans are lined with plastic bags and emptied at least twice a day or once it is full 尿布垃圾桶装满时须立即清空或每日至少清空两次并确保尿布垃圾桶内装有塑料袋		
Pacifiers (only reserved for use by one child) are cleaned and sanitised** at least once a day 安抚奶嘴（只保留一个孩童使用）须每日至少进行一次清洁与消毒**		
Surfaces often touched by diapered children (e.g. Low shelves, door knobs) are cleaned and disinfected* at least once a day 对尿布儿童频繁接触的表面（例如低架子、门把手）须每日至少进行一次清洁与消毒*		
Cots and cot mattresses are washed with detergent in a washing machine at least once a week or before use by another child 婴儿床和婴儿床垫须每周或在其他孩子使用之前放入洗衣机中用洗涤剂至少进行一次清洗		


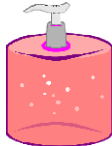







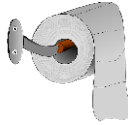
* Disinfection can be done with a 1:50 dilution of household bleach disinfectant (5.25% - 6.15%)
可以用消毒液（消毒液如家用漂白剂（5.25% - 6.15%）与水的稀释比例为 1:50）进行消毒

** Sanitisation can be done with a 1:250 dilution of household bleach disinfectant (5.25% - 6.15%)
可以用消毒液（消毒液如家用漂白剂（5.25% - 6.15%）与水的稀释比例为 1:250）进行消毒










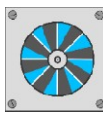
Preschool Hygiene Checklist of Cleaning Tasks (Kitchen) 学前教育中心清洗职务卫生检查表（厨房）		Tick if done 完成后打勾
Cutlery (e.g. Spoons, forks) is cleaned and sanitised** after use 餐具（例如汤匙、叉子）使用后须进行清洁与消毒**		
Countertops are cleaned and sanitised** after use 厨房桌面使用后须进行清洁与消毒**		
Kitchen cabinets and their handles are cleaned and disinfected* at least once a day 厨柜及其拉手须每日至少进行一次清洁与消毒*		
The kitchen is checked for signs of pest infestation (e.g. Rat or cockroach droppings) at least once a day 每日至少检查一次有害生物滋生的迹象（例如老鼠或蟑螂粪便）		
Trash bins are lined with plastic bags and emptied at least once a day 垃圾桶须每日至少清空一次并确保垃圾桶内装有塑料袋		
Frequently touched surfaces (e.g. Fridge handles, water taps) are cleaned and disinfected* at least once a day 对频繁接触的表面（例如冰箱把手、水龙头）须每日至少进行一次清洁与消毒*		
The floor is cleaned and sanitised** at least once a day 地板须每日至少进行一次清洁与消毒**		
Soap and dish washing detergent dispensers are cleaned, disinfected* and replenished at least once a day and are in working condition 洗手液和洗碗精容器须每日至少进行一次清洁，消毒*和装满并确保完好无损		
Fridge shelves and storage compartments are cleaned and sanitised** at least once a week 冰箱搁架与抽屉须每周至少进行一次清洁与消毒**		
The kitchen is checked for expired food or chipped crockery and these are removed to prevent bacteria accumulation in cracks at least once a week. 每周至少检查一次并清除过期的食物或碎裂的餐具，以避免细菌在裂缝中积聚		
Appropriate hand dry facilities (e.g. Single use disposable paper towels) are installed near the kitchen sink and in working condition 厨房水槽附近须安装适当的干手设施（例如一次性纸巾）并确保完好无损		
A set of colour-coded cleaning equipment (e.g. Cloths, pails, gloves) is provided and utilised only for the kitchen (no other areas allowed) to prevent cross contamination 厨房（其它地方禁止使用）采用颜色分制的清洁设备（例如布、提桶、手套），以避免交叉感染		

* Disinfection can be done with a 1:50 dilution of household bleach disinfectant (5.25% - 6.15%)
可以用消毒液（消毒液如家用漂白剂（5.25% - 6.15%）与水的稀释比例为 1:50）进行消毒

** Sanitisation can be done with a 1:250 dilution of household bleach disinfectant (5.25% - 6.15%)
可以用消毒液（消毒液如家用漂白剂（5.25% - 6.15%）与水的稀释比例为 1:250）进行消毒

Preschool Hygiene Checklist of Cleaning Tasks (Toilet) 学前教育中心清洗职务卫生检查表（厕所）		Tick if done 完成后打勾
HAND-WASH AREA (洗手区)		
Water taps are cleaned and disinfected* at least twice a day and are in working condition 水龙头须每日至少清洁与消毒*两次并确保完好无损		
Hand soap dispenser is cleaned, disinfected* and replenished at least twice a day and is in working condition 洗手液容器须每日至少清洁、消毒*和装满两次并确保完好无损		
Hand dry facilities (e.g. Hand dryer, paper towels) installed near the sink are cleaned and disinfected* at least twice a day and are in working condition 洗手盆附近已安装的干手设施（例如干手器、纸巾）须每日至少清洁与消毒*两次并确保完好无损		
Sink is cleaned and disinfected* at least twice a day and is in working condition (i.e. Not choked; draining well) 洗手盆须每日至少清洁与消毒*两次并确保完好无损（没有堵塞；排水良好）		
Vanity top is cleaned and disinfected* at least twice a day and is dry 洗手台须每日至少清洁与消毒*两次并保持干爽		
WATER CLOSET (WC) (盥洗室)		
Cubicle door is cleaned and disinfected* at least twice a day 厕所隔间门须每日至少清洁与消毒*两次		
Door lock and hook are cleaned and disinfected* at least twice a day and are intact 门锁和门钩须每日至少清洁与消毒*两次并确保完好无损		
Toilet bowl seat and cover are cleaned and disinfected* at least twice a day and are dry and intact 马桶座和马桶盖须每日至少清洁与消毒*两次并保持干爽且完好无损		
WC flush is cleaned and disinfected* at least twice a day and is intact and in working condition 冲水按钮须每日至少清洁与消毒*两次并确保完好无损		
Toilet paper dispenser is cleaned, disinfected* and replenished at least twice a day and is in working condition 厕纸架须每日至少清洁、消毒*和装满厕纸两次并确保完好无损		

* Disinfection can be done with a 1:50 dilution of household bleach disinfectant (5.25% - 6.15%)
可以用消毒液（消毒液如家用漂白剂（5.25% - 6.15%）与水的稀释比例为 1:50）进行消毒

Sanitary bin (For ladies only) is emptied, cleaned and disinfected* at least twice a day and is intact and lined with plastic bag 卫生箱（仅限女士）须每日至少清空、清洁和消毒*两次并确保完好无损且装有塑料袋		
Urinal flush is cleaned and disinfected* at least twice a day and is in working condition 小便池冲水器须每日至少清洁与消毒*两次并确保完好无损		
Urinals/toilet bowls/gully traps are cleaned and disinfected* at least twice a day and are not choked 小便池/马桶/隔水沟须每日至少清洁与消毒*两次并确保没有堵塞		
GENERAL AREAS（其它）		
The floor is cleaned and disinfected* at least twice a day 地板须每日至少清洁与消毒*两次		
The walls and wall tiles are cleaned and disinfected* at least once a week 墙壁和墙砖须每周至少进行一次清洁与消毒*		
The ceiling is cleaned and disinfected* at least once a month 天花板须每月至少进行一次清洁与消毒*		
The lightings are cleaned at least once a month and are in working condition 电灯须每月至少进行一次清洁并确保完好无损		
The toilet environment has no odour and no clutter 确保厕所周围没有异味和没有杂物		
The litter bins are emptied, cleaned and disinfected* at least twice a day and are intact and lined with plastic bags 垃圾箱须每日至少清空、清洁和消毒*两次并确保完好无损且装有塑料袋		
The ventilation vents/fans are wiped clean at least once a week and are in working condition 通风孔/风扇须每周至少进行一次清洁并确保完好无损		

* Disinfection can be done with a 1:50 dilution of household bleach disinfectant (5.25% - 6.15%)
可以用消毒液（消毒液如家用漂白剂（5.25% - 6.15%）与水的稀释比例为 1:50）进行消毒