

**Southern NH Services, Inc.
Child Development Program**

ZONOsanitech™ OPERATION PROCEDURES

The ZONO™ disinfecting and sanitization system is used to sanitize toys, equipment, clothing, and other items. The ZONO sanitizing cycle uses ozone gas in a safe and effective environment that kills 99.9% of common viruses and bacteria. The ZONO heat function has proven 100% effective at killing lice, bed bugs, and their eggs.

These procedures are meant to act as guidance to SNHS, Inc. Child Development staff to operate the ZONOsanitech™ disinfecting and sanitization system. The use of the ZONO cabinet does not take the place of Classroom Cleaning and Sanitization Procedures. The ZONO system should be used as an enhancement to cleaning, sanitizing, and preventing the spread of illness.

Staff cannot use the ZONOsanitech™ disinfecting and sanitization system until they have successfully completed the ZONO training, reviewed the ZONOsanitech™ User's Manual, and completed the ZONO Operation Acknowledgement form.

After training and acknowledgement form is complete notify your site supervisor/center director or Health Services Specialist for the access code.

Procedures:

LOCK/UNLOCK ZONO

1. Reach inside and press the **GREEN** button.
 2. Close door, enter the ACCESS CODE, press ENTER
 3. Select LOCK DOOR
- Door will lock and turn to a green screen (it is safe to unlock).

UNLOCK

1. Touch the box for Password Screen on the panel.
2. The ACCESS CODE screen will appear. Enter the access code.
3. Press Enter and the door should unlock.

SANITIZING CYCLE (30 Minutes)

Make sure there is water in the water tray. Located in the upper right hand of the cabinet. The water in the cabinet must be either distilled water OR water from the filtered faucets.

1. Load your carts or items into the ZONO cabinet.
2. Reach inside and press the **GREEN** button.
3. Close the door.
4. The ACCESS CODE screen will appear.
5. Enter the ACCESS CODE and press ENTER.
6. The next screen allows you to select Start Sanitize Schedule.
7. The countdown menu will appear with the amount of time left in the sanitizing schedule.

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8. Once the cycle is complete, touch the box for the password screen.
9. Enter the ACCESS CODE and press ENTER.
10. The door will unlock and all the items will be sanitized.

HEAT CYCLE (90 Minutes)

*****The water tray MUST be removed before the heat cycle.*****

This cycle is only used to kill lice, bed bugs, and their eggs. Do not use the heat cycle for any other reason.

1. Enter any item that is impacted by lice, bed bugs, and their eggs into the ZONO.
2. Reach inside and press the **GREEN** button.
3. Close the door.
4. The ACCESS CODE screen will appear.
5. Enter the ACCESS CODE and press ENTER.
6. Select START HEAT CYCLE.
7. When it is safe to unlock. Touch the box for the password screen.
8. Enter the ACCESS CODE and press ENTER.
9. The door will unlock and all the items will be safe to put back in the classroom or sent home.

Items Safe for the Sanitizing Cycle:

Items	Loading Method
A variety of plastic, glass, fabric, paper, leather, metal, and varnished wood items.	Various Carts
Paper and cardboard products, including books and clipboards, art supplies (crayons, markers, glue bottles and sticks, scissors, paint brushes, easels, dry erase and chalk boards)	Utility Cart and Tray Cart
Electronics including iPads/tablets, laptops, telephones, cellular phones, computer keyboards, mice, headphones, musical instruments, electronics with batteries	
Sports: Helmets, shoulder pads and other protective pads, cleats, shoes, balls, gloves/mitts, braces, knee pads, duffel bags	Helmet Cart, Utility Cart
Childcare: Toys, dolls, stuffed animals, games, plush items, soft and hard blocks, stuffed animals, books, play food and kitchen accessories, covers, puppets, Lego® pieces, plastic figures, play dough, puzzle pieces, lacing cards, rattles, classroom chairs, tables, bookcases, baskets, containers, activity centers, doll houses, bead tables, mirrors, rocking toys, storage bins, crib mobiles, soft foam furniture, rugs, step stools, walkers, exercisers, bouncy seats, hats, dress-up clothes, costumes, pillows, cushions, blankets, rest mats, cots, crib mattresses, activity mats.	Tray Cart and Mat Cart
Mops with no chemicals on them, brooms, buckets, etc.	Utility Cart and Floor

DO NOT SANITIZE: Humans or animals, FDA Regulated Medical Devices, chemicals or any items that contain chemicals, food, beverages, plates, cups, eating utensils, and/or natural rubber products.

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Items Safe for the Heat Cycle

Items	Loading Method
A variety of fabric, glass, paper, leather, metal, rubber, and varnished wood items that can withstand 150 degrees Fahrenheit used in multiple industries.	Various Carts
Childcare: Items with organic stuffing like pillows, cushions, bean bags, plush items and stuffed animals or soft blocks, fabric puppets, soft foam furniture, rugs, fabric hats, fabric dress-up clothes and costumes, pillows, cushions, blankets, non-plastic rest mats, cots, crib mattresses	Tray Cart, Mat cart, and Floor
Workwear, fabric and insulated garments, safety vests, coveralls, coats, jackets, public safety vests, hats, hard hats, shoes, boots, cleats, safety boots, gloves, face shields, ear muffs	Utility Cart
Sports: Helmets, shoulder and other protective pads, cleats, shoes, sports equipment, protective padding, knee pads, duffel bags	Utility cart

DO NOT USE HEAT CYCLE FOR:

Items	Unacceptable because
Humans or animals	Heat exposure is potentially lethal.
A variety of glass, fabric, paper, leather, metal, rubber and varnished wood items that cannot withstand 120 degrees Fahrenheit in multiple industries.	Melting risk.
Plastic items or items that contain wax	Melting risk.
Items with non-organic stuffing like stuffed animals, bean bag pillows, cushions	Non-organic fill material may melt even if the outside cover can withstand the heat inside the ZONO.
Childcare: Play Dough, plastic toys: Including toys, dolls, games, plastic blocks, play food and kitchen accessories, Leg® pieces, plastic figures, puzzle pieces, rattles. Classroom chairs, tables, bookcases, baskets, containers, activity centers, doll houses, bead tables, etc. made from or containing plastic or nonorganic fill. Exercisers or bouncy seats with plastic parts.	Melting risk.
Chemicals or Items that may contain any chemicals	Heat can cause chemicals to react dangerously
Electronics including iPads/tablets, laptops, telephones, cellular phones, computer keyboards, mice, musical instruments, electronic toys with batteries, and cell phones	Melting risk. Electronic displays may “craze” when exposed to heat.
Gym: Plastic covered weights, foam rollers, yoga mats, exercise balls	Melting risk.
Art Supplies (crayons, markers, glue bottles and sticks, scissors, paint brushes, easels, dry erase and chalk boards).	Melting risk. Some art supplies contain volatile chemicals that should not be exposed to heat. Chemicals can also damage the ozone sensor and cause inaccurate ozone readings by the sensors.
Mops, brooms, buckets made of plastic, either entirely or in part (handles).	Melting risk.

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For first time use for both the sanitizing and heat cycles, please seek the assistance of someone who has already used the machine.

Each machine will have a set of Zono Cards attached. Please use these as a reference for operation.

Any concerns, damage, operation errors, or concerns for misuse must be reported immediately to your site supervisor/center director or the Health Services Specialist.