1. **CLEAN CHILD**
   
   *Keep hand on child at all times for safety!*
   
   - Place the child on diapering surface and unfasten diaper.
   - Clean the child’s diaper area with fresh baby wipes. Always wipe from front to back.
   - Keep dirty diaper/clothing away from any surfaces that cannot be easily cleaned.

2. **REMOVE DIRTY DIAPER**
   
   If child is using cloth diapers:
   
   - Place used disposable baby wipes in a plastic-lined, lidded trash can or place cloth wipes in a cloth diaper pail.
   - If child has pooped, fold diaper closed and set aside for now, out of child’s reach.
   - If child has not pooped, place the dirty diaper in a cloth diaper pail.

   If child is using disposable diapers:
   
   - Set the used baby wipes in the dirty diaper.
   - Place the dirty diaper and used baby wipes in a plastic-lined, lidded trash can.

3. **REPLACE DIAPER**
   
   - Slide a fresh diaper under the child.
   - Apply diaper cream, if needed.
   - Fasten the diaper and dress the child.

4. **WASH CHILD’S HANDS**
   
   - Wash child’s hands with soap and water and place him or her in a safe, supervised area.

5. **CLEAN DIAPERING SURFACE** *(Especially if there were any spills or leaks of diaper contents)*
   
   - If diapering surface is waterproof, wipe up any visible soil with damp paper towels or a baby wipe. Then scrub with a disinfectant and allow surface to air dry.
   - If diapering surface has a fabric cover, remove the soiled cover and replace it with a fresh one.

6. **FLUSH POOP** *(If using cloth diapers)*
   
   - If the child had pooped into the diaper, discard poop in toilet. Take care not to touch any other surfaces.
   - Place the dirty diaper in the trash can or cloth diaper pail.

7. **WASH YOUR HANDS**
   
   - Wash your hands thoroughly with soap and water.