

Cleaning and Disinfecting Procedure

Applies to:

**Cleaning Personal
Altar Guild Members
Outside Groups using our facility**

Materials:

**Warsaw Chemical Xtra)or equal) EPA approved disinfectant for
COVID-19
Water and detergent (such as Dawn) mixture for cleaning
Spray bottles to apply cleaner and disinfectant
Face masks, disposable non-latex gloves and eye protection
Disposable paper/cotton wiping cloths**

- I. In general, we are concerned with hard surfaces that people will be touching.
 - A. First, cleaning with soap and water removes germs, dirt, and impurities from surfaces. It lowers the risk of spreading infection.
 - B. Disinfecting kills germs on surfaces. By killing germs on a surface after cleaning, it can further lower the risk of spreading infection.
- II. Prior to initial cleaning
 - A. Close off coat room.
 - B. Remove Holy Water font.
 - C. Post sign "Only one person, or one family, in restroom at a time".
 - D. Replace hand soap dispensers with Sanitizing variety.
 - E. Hand sanitizing station at entrance (large pump).
 - F. Remove table cloths downstairs.
 - G. Remove altar linens.
- III. The HVAC systems will be fitted with filters that remove bacterial and viral particles.

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- A. The thermostat time on/off schedule for the heating and cooling modes are set so that the system should not activate during a service alleviating the need to manually turn the system off and on.
- IV. Cleaning Schedule for Vestibule, Nave and Sanctuary after services
 - A. Sunday Service - clean between Monday-Wednesday,
 - B. Wednesday Service - clean between Thur-Fri.
- V. Wednesday Bible Study (when restarted) and AA groups on Thursday at 12:00N and 6:30 will be cleaned by the participants before they leave.
 - A. Gloves, cleaning and disinfectant solutions, gloves and cleaning cloths and will be available.
- VI. A Safety Data Sheet for the disinfectant and copy of this Procedure will be displayed on the up and down stairs bulletin boards.
- VII. Areas to be cleaned:
 - A. Narthex (Vestibule), rest rooms
 - 1. Exterior Doors (inside and outside) - knobs/levers, push bars, the top width of the inside of the area of door surface from push bar to top.
 - 2. Light switches to left of doors. Knobs on both sides of downstairs doors. Downstairs stairway handrail.
 - 3. Cabinet and drawer pull surfaces, collection basket, stairs carpet and runner, hand rails on steps into Nave.
 - 4. Stair lift - Top surfaces of chair, arm rest, buttons, lever.
 - B. Restrooms - Entry and stall door knobs, light switches, sink and facets, grab bars, seat lid, flush lever
 - 1. Sanitizing cleaner, with instructions, will be in restrooms for use by people using the restrooms between cleanings.
 - C. Nave (seating area)
 - 1. Light switches
 - 2. Organ top surfaces
 - 3. Pews - Top, back and seat. Top of pew in front. Sides and top of ends. Underside of kneelers where people grab the kneelers
 - 4. Carpet, vacuum only.
 - D. Sanctuary (forward of rail)
 - 1. Communion rail and posts, chair and benches, lectern.

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2. Light switches, door knobs, push plate area.
3. Carpet, vacuum only.
- E. Sacristy (room back of Sanctuary)
 1. Door knobs, light switches, sink and counter top.
 2. Light switch top of stairwell, push bar and outside door handle of rear door
 3. Refrigerator door and handle, communion wafer container inside.
 4. When replacing altar flowers
 - a) Vases, sink facets, spout, counter.
 - (1) Sanitizing cleaner will be available for person doing flowers.
- F. Downstairs
 1. See VIII below
- G. Outside Services
 1. See XI below

General cleaning procedure as recommended by EPA

- I. Gloves, a face mask and eye protection should always be worn to prevent skin, eye and inhalation issues
- II. First, clean the area with a soap and water solution. Spray bottles with a solution of water and dish soap will be used. To refill, put several pumps of dish soap in the bottle, fill about 1/4 with water and gently slosh around to mix, then finish filling with water.
- III. Then spray an area to be cleaned with the soap/water, come back and wipe off with provided cloths. Do NOT spray on the organ keys. Get a cloth wet with the soap solution and wipe the keys.
- IV. Finally, mist the area with the disinfectant solution, if doing organ use same procedure as cleaning. Follow directions on the bottle for diluting the disinfectant.
- V. Wait a period of time for the disinfectant agents to kill the viruses/ bacteria - Disinfectants require to period of time to act, so you cannot spray and wipe immediately. The *Xtra* disinfectant will require a 10 minute wait time between application and wiping.

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- VI. Then use a cloth to wipe the area.
- VII. Carpeting - the EPA/CDC guidelines for porous material is to wash them in a clothes washer. Since this is not possible with the carpeting we will use the following. Wait several days for the virus to die naturally before vacuuming.
- VIII. Downstairs area
 - A. Until further notice only the two Thursday AA groups would be using this area. They should use only the back door to come and go. They will follow the above procedures to clean:
 - 1. Table tops and fronts, all parts of the chairs from the seat and sides to the top and sides of the the back rest. All of the stair railings, push bar on door the outside door handle,
 - 2. Any areas in the kitchen that were used including coffee makers, countertops, sink and facets, refrigerator door handle.
 - 3. If anyone used the restroom then follow the cleaning procedure above for stairway and restrooms.
 - 4. Sufficient quantities of cleaning and disinfectants, gloves and wipes will be left on a table for their use.
- IX. Outside Services
 - A. Services held outside require a much simpler procedure
 - 1. The only cleaning and sanitizing needed will be to folding chairs, a folding table. entrance way and restrooms. Note that parishioners will be encouraged to bring their own chairs to use and take them home after the service.
 - a) Folding chairs and table from the service will be leaned against the back pews on the west (left) side.
 - b) The cleaning crew will unfold the chairs and table, clean and sanitize per usual procedures.
 - c) The chairs and table will be folded and leaned against the back pews on the east side (right) side.
 - d) Be aware that passage past the chairs needs to be maintained in case the next service is inside.
 - e) Sanitize the west side as needed.
 - f) Restrooms and entry and back doors to be sanitized as usual.

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- X. Disposal of materials
 - A. When disposing of the cleaning and sanitizing cloths put them directly in a trash container, do not put on a surface to dispose of later.
 - B. Leftover Disinfectant from Sunday Service cleaning (done Monday-Wednesday) should be disposed of prior to Wednesday Service cleaning (done Thursday-Friday).
 - 1. Leftover disinfectant solution should be disposed of by emptying into a toilet, rinsing the bottle and flushing the toilet twice.
 - 2. **Important Note** - See section V.A above. Supplies for possible Wednesday and Thursday cleanings need to be left downstairs for use by those groups.

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Revision Number	By	Date	Changes
0	R Barber	7/8/20	First Draft, Submitted for Approval
0	R Barber	7/20/20	Draft - Added Outside Services
0	R Barber	7/20/20	Resubmitted for Approval
1	Bishop Sparks	7/21/20	Procedure Approved