

# Safe Church Opening Protocols – Revised 7/28/2021

~~With the surge of Covid Delta the board is urging (not requiring) everyone to wear a mask. Masks are available at the doors.~~

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This list is based on current CDC guidelines as of 6/11/2021 (adjusted for our church). As CDC guidelines change, we will adjust this list where appropriate. Here is the link to the CDC Guidelines:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

- The building will be cleaned and sanitized weekly after each Sunday service.
  - The list of cleaning materials, how to use, where to use, are in the Appendix
- A mask, glove, and Kleenex discard bin will be provided.
  - Front and back door on the outside plus a Kleenex and glove bin in the lobby.
- Unvaccinated people will be required to wear masks.
  - The service will also stream on the TV in the Gil Alexander room for people that feel more comfortable social distancing.
- Hand sanitizer available.
  - Locations: each bathroom, kitchen, two in lobby, one on third floor
- Tissues will be available (small tissue travel packets) for covering coughs or sneezes. Please discard in bin with masks.
- HVAC filters will be changed regularly.
- Close toilet lid before flushing.
- For now, we are replacing “Conversation and Calories.” With “Coffee and Conversations”. A coffee urn will be provided and spill proof mugs for those who want to have “Coffee and Conversation” in the Gil Alexander room or Chapel after Sunday Service.
  - Individual creamer packets, sugar packets, and stir sticks will be provided
  - We will also have hot water for teas
  - Cold drinking water will be available from the bottled water cooler

# Appendix: Cleaning and Disinfecting Procedures

## Prior to Sunday service – 1 hour before

### Done by Greeters, Board Rep

- Fill all hand sanitizer containers
- Have trash bins for masks and tissues at each door
- Have tissue packets ready

### Done by Sunday Coffee Team

- Prepare coffee for Morning services and Coffee and Conversations
- Set out mugs, sweetener packets, creamers, stir sticks, tea bags
- Unload dishwashers

## After Sunday Service

### Done by Greeters, Board Rep

- Tie and dispose of all garbage bags every week, especially the mask and tissue disposal bin and insert new bags.
- Bring disposal bins inside
- Pickup and dispose of all used and unused programs
- Place all hymnals in the bookshelves at the AV desk

### Done by Sunday Coffee Team

- Clean coffee pots, run garbage disposal, wash counters, sweep or vacuum kitchen, empty trash, replace bag
- Pickup all coffee cups and run them in top shelf of the dishwashers
- Put away all creamers, sweetener packets, tea bags, stir sticks to keep mice out of them

### Done by RE Teachers

- Take home and wash any used crib and changing table linens and return them the next Sunday
- Put away all materials that have been used to keep the area tidy and prepared for the next week
- Turn off AC or heat, lights and check to see that the toilet isn't continuing to run
- Close the door to the upstairs area at the top of the stairs

### Done by Minnie and her Team

- Dust and clean all surfaces. Spray touch surfaces with Lysol disinfecting spray after dusting and cleaning. Clean and spray all handrails. Clean and spray all interior and exterior doorknobs
- Clean bathrooms normally. Spray surfaces with Lysol disinfecting spray. Mop with bleach water.
- Wash all counters in the kitchen, wash microwaves and other appliances with bleach water. Mop with bleach water.
- After cleaning all surfaces in foyers, Gil Alexander Room, Emerson Room, and chapel, spray surfaces with Lysol disinfecting spray.
- 3<sup>rd</sup> floor, dust and spray all surfaces, mop bathroom and craft room with bleach water.
- Let Facilities know when supplies are getting low

### Monthly or as needed

- Facilities will replace AC/Heater filters once a month with CDC approved HEPA filters.
- Purchase appropriate cleaning and safety materials as needed.
- Replace the bottle in the water cooler as needed.

