

# Safe Church Opening Protocols – 3/15/2022

This list is based on current CDC guidelines, as of 2/25/2022 (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.
- Mask wearing will be optional. We do ask that unvaccinated people 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.
- Morning coffee will be available Sunday starting at 10am. The Good Times Teams will provide food for “Conversations and Calories” in the Gil Alexander room following the Sunday service.



# 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 Good Times Teams**

- 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

**As needed**

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

## Supplies Checklist

Inventory for these supplies and identify any that we need to purchase or any that are not on the list that we need to get.

Bleach

Lysol

Paper towels

Tissue packets

Masks

Gloves

Trash can liner

2 trash cans for front and back door

Woolite Carpet Cleaner – 4 cans

Cascade packets

New batteries for minisplit systems upstairs

Dusting spray

Swiffer dusters

Nurse crib liner, bedding, blanket, pillow

large refill jug for hand sanitizer

Sugar and no cal sweetener

Assorted teas

Lemonade mix

Stir sticks

Step stool

Additional batteries for HVAC thermostats

A/C air filters

## **List of Cleaning Duties for June 26 Volunteer cleaning day**

Wash windows inside and out

Clean window seats inside and out

Remove all spider webs on porch walls, corners, and around windows and doors

Wash all dishes

Clean out refrigerator and wipe down inside and out

Clean all kitchen appliances inside and out

Remove cups that are being replaced by new coffee cups

Spot clean carpet

Vacuum all carpets

Dust all surfaces

Clean and dust all toys

Remove all books, clean shelves, wipe down books, put them back

Woolite all chairs to remove spots and stains

Clean ceiling fans and hanging lights

