

Appendix D: St. Paul Lutheran Church COVID-19 Cleaning Guidelines

August 25, 2020

Purpose

The purpose of this document is to outline the proper cleaning procedures that the custodial volunteers need to follow when cleaning the church building. These guidelines are intended for both general cleaning and for disinfecting areas that have been exposed to a person who is ill with COVID-19. Areas in which a person with a confirmed COVID-19 infection has previously spent time need to be disinfecting before resuming their use. These cleaning guidelines can also be applied in general cleaning to prevent the spread of communicable diseases and protect cleaning staff from infections.

Questions or Concerns

If you have any questions or concerns regarding the information contained in this document, please contact the COVID-19 Response Team at safety@sharingchristslve.org or through the main office at 651-462-5212. Someone from the COVID-19 Response Team will reply to your question or concern within 24 hours.

Background

The new coronavirus is primarily transmitted through respiratory droplets and contact when a person coughs or sneezes. According to current information, the role of contaminated surfaces does not contribute significantly to the spread of the virus. The structure of coronaviruses is such that they do not remain infectious on surfaces for a long time, especially at varying temperatures. Even if the coronavirus is found on surfaces using highly sensitive laboratory methods, this does not mean that the virus is effectively transmitted via surfaces. In everyday life, you can reduce your risk of infection by maintaining good hand hygiene.

Before You Start

Safety measures for cleaning volunteers:

- Stay home if you are sick.
- Read and understand the cleaning guidelines in this document.
- Watch the cleaning training video.
- Wear the recommended PPE.
- Always use cleaning products according to the instructions on the label.
- Frequently wash hands with soap and water for at least 20 seconds while performing cleaning duties.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- When cleaning in teams, remember to stay at least 6 feet apart whenever possible.



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Training

In addition to this document, a training video will be available for all cleaning volunteers to watch prior to cleaning the church for the first time. Please contact the Church Administrative Assistant at 651-462-5212 or via email at admin@sharingchristслоve.org to access the training video.

Required PPE

All cleaning volunteers must wear the following personal protective equipment (PPE):

- Face mask and/or shield as required by MN Governor's Executive Order 20-81.
- Gloves that protect your hands when cleaning surfaces.

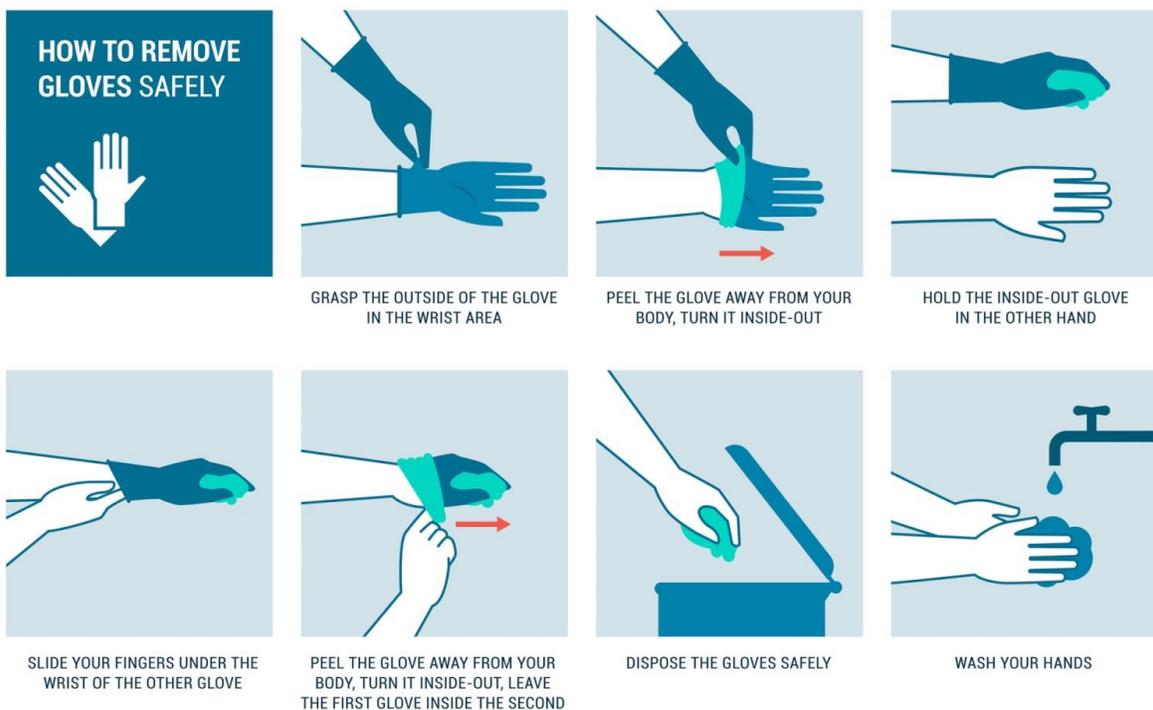
General Cleaning In All Types of Premises

- Start cleaning from cleaner areas and proceed towards dirtier areas. All surfaces that are frequently touched need to be cleaned thoroughly and frequently.
 - High-touch surfaces and objects vary by location. Examples include doorknobs, light switches, handrails, kitchen appliances, countertops, drawer handles, tables, sinks, faucet and toilet handles, drinking fountains, elevator buttons, push and pull plates on doors, phones, keys and remote controls.
- Clean first, then disinfect.
- In public premises where people touch the surfaces, the cleaning should be done daily at least. If possible, even more often e.g. between 2-4 hours especially during the epidemic.
- The public premises of workplaces must be cleaned using different equipment than the premises used by employees. Please use the cleaning equipment and products found on the cleaning cart rather than those in employee offices.
- Use a mildly alkaline all-purpose detergent for cleaning. The cleaning of sanitary facilities can be enhanced by using a disinfectant.
- Wear gloves to protect the hands when cleaning surfaces. Use tight-fitting disposable gloves, for example, as all-purpose gloves, or chemical resistant gloves.
- In particular, bins of bio- and mixed waste are coated with easily removable, leak proof bags in waste bins. Monitor waste bins and do not let them get more than three-quarters full. Waste bins are emptied daily, especially in public premises. The collected bin bags must be closed tightly.
- Carefully clean the equipment used in cleaning at the end of the cleaning process. Clean your keys, the handles of the cleaning cart and the floor cleaning equipment and the contact surfaces of the cleaner containers with the disinfecting multi-purpose cleaner.
- After cleaning, the permanent gloves must be carefully washed and dried. Disposable gloves are placed in mixed waste. Wash your hands up to your elbows with water and soap when the gloves are taken off.



Cleaning Procedures

- Coordinate with the Office Administrator to enter the building when other groups are not using the facility and get the key code if necessary.
- Enter the building via the main entrance in the narthex. Sign into the log book to record your presence in the building.
- Determine which rooms have been used since the previous cleaner was in the building. There is no need to clean the rooms that have not been in use.
- Cleaning supplies can be found on the cleaning cart that is located below the coat rack.
- Before cleaning anything make sure that you are wearing proper PPE.



HOW TO WEAR A NON-MEDICAL FABRIC MASK SAFELY

Do's →



Clean your hands before touching the mask



Inspect the mask for damage or if dirty



Adjust the mask to your face without leaving gaps on the sides



Cover your mouth, nose, and chin



Avoid touching the mask



Clean your hands before removing the mask



Remove the mask by the straps behind the ears or head



Pull the mask away from your face



Store the mask in a clean plastic, resealable bag if it is not dirty or wet and you plan to re-use it



Remove the mask by the straps when taking it out of the bag



Wash the mask in soap or detergent, preferably with hot water, at least once a day



Clean your hands after removing the mask

A fabric mask can protect others around you. To protect yourself and prevent the spread of COVID-19, remember to keep at least 1 metre distance from others, clean your hands frequently and thoroughly, and avoid touching your face and mask.

[who.int/epi-win](https://www.who.int/epi-win)



World Health Organization



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Specific Cleaning Procedures

- Clean rooms in the following order and with the following cleansers:
 - **Back hallway (behind the office to the Preschool area)**
 - Vacuum.
 - Use sanitizing wipes to clean all door handles and light switches.
 - **Classrooms**
 - Clean tables and chairs with sanitizing spray and wipe down with disposable cloths.
 - Sweep the floors.
 - Empty trash.
 - Use sanitizing wipes to clean all door handles and light switches.
 - **Kitchen**
 - Replenish soap dispensers and paper towels as needed.
 - Sanitize counters with sanitizing spray listed for use in food service areas and wipe down with disposable cloths.
 - Sweep floors.
 - Empty trash.
 - Use sanitizing wipes to clean all door handles and light switches.
 - **Fellowship Hall**
 - Vacuum.
 - Empty trash.
 - Sanitize tables and chairs with sanitizing spray and wipe down with disposable cloths.
 - Use sanitizing wipes to clean all door handles and light switches.
 - **Sanctuary**
 - Vacuum.
 - Clean windows.
 - Empty trash.
 - Use sanitizing spray to clean pew backs, pulpit, and altar. Use sanitizing wipes on keyboards, microphones, and other electronic equipment. Soft surfaces may be sprayed with the approved non chlorine sanitizing spray and left to dry.
 - Use sanitizing wipes to clean all door handles and light switches.
 - **Music Room**
 - Vacuum.
 - Empty trash.
 - Sanitize tables and chairs with sanitizing spray and wipe with disposable cloths.
 - Use sanitizing wipes to clean all door handles and light switches.
 - **Library**
 - Vacuum.



- Empty trash.
- Sanitize tables and solid chairs with sanitizing spray and wipe with disposable cloths. Fabric chairs may be sprayed with the approved non chlorine spray and left to dry.
- Use sanitizing wipes to clean all door handles and light switches.
- **Bathrooms**
 - Clean toilets and urinals with toilet bowl cleaner. Sanitize toilet exteriors with sanitizing spray. Clean stall doors top to bottom with sanitizing spray and wipe with disposable cloths.
 - Spray mirrors with sanitizing spray and then clean with glass cleaner.
 - Replenish soap dispensers, paper towels, and toilet paper as needed.
 - Sweep floors.
 - Mop floors with household detergent. Sanitize with bleach solution.
 - Clean sinks and counters with household cleaners, use sanitizing spray, and wipe down with disposable cloths.
 - Use sanitizing wipes to clean exterior bathroom doors, handles, push plates, and light switches.
- **Narthex**
 - Vacuum.
 - Empty trash.
 - Replenish hand sanitizer as needed.
 - Sanitize tables and solid chairs with sanitizing spray and wipe with disposable cloths. Fabric chairs may be sprayed with the approved non chlorine spray and left to dry.
 - Spray door windows with sanitizing spray and then clean with glass cleaner.
 - Use sanitizing wipes to clean all interior and exterior door handles and light switches.
 - Use sanitizing wipes to clean all dirty pens and place in the clean pen container.
- **Office**
 - Vacuum.
 - Empty trash.
 - Sanitize tables and solid chairs with sanitizing spray and wipe with disposable cloths. Fabric chairs may be sprayed with the approved non chlorine spray and left to dry.
 - Use electronic safe wipes to clean printer.
 - Spray door windows with sanitizing spray and then clean with glass cleaner.
 - Use sanitizing wipes to clean all door handles and light switches.
- **Conference Room**
 - Vacuum.
 - Empty trash.



- Sanitize tables and solid chairs with sanitizing spray and wipe with disposable cloths. Fabric chairs may be sprayed with the approved non chlorine spray and left to dry.
 - Spray door windows with sanitizing spray and then clean with glass cleaner.
 - Use sanitizing wipes to clean all door handles and light switches.
- **Miscellaneous**
 - Take trash to the large bin on the south side of the parking lot.
 - Vacuums, brooms, and extra cleaning supplies can be found in the closet near the exterior door in the kitchen.
 - Toilet paper rolls are stored in the cleaning closet near the preschool.

If a product is running low or empty, please contact Melissa at admin@sharingchristsllove.org or 651-462-5212.



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