



# CLEANING & DISINFECTING GUIDELINES

June 2, 2020

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## Overview

This guidance is intended for all Bethesda Christian personnel who work in the Housekeeping Department and other key personnel. This document provides a general framework for cleaning and disinfecting practices. Routine cleaning is the everyday practice used to maintain a healthy environment. By keeping the church and school clean and disinfected the attendees who come into the facilities can rest assured of a healthy environment.

## 1.0 Training

Cleaning staff will be trained on appropriate use of cleaning and disinfection chemicals and provided with the personal protective equipment (PPE) required for the chemicals used.

Cleaning with soap and water removes germs, dirt, and impurities. It lowers the risk of spreading infection. Disinfecting kills germs on surfaces. By killing germs on a surface after cleaning, it can lower the risk of spreading infection.

Read all manufacturer's instructions for the cleaning and disinfection products you will use. Follow the instructions on the label for all cleaning and disinfection products for concentration, dilution, application method, contact time, and any other special considerations when applying. Follow the instructions on the label to ensure safe and effective use of the product. Many product labels recommend keeping the surface wet for a specific amount of time. The label will also list precautions such as wearing gloves and making sure you have good ventilation during use of the product.

Safety Data Sheets (SDS) are available for each cleaning product and are located in the Housekeeping cubical area. SDS sheets provide both workers and emergency personnel with proper procedures for handling and working with a particular substance. SDS's include information such as physical data (melting point, boiling point, flash point etc.)

toxicity health effects, first aid, reactivity, storage, disposal, protective equipment, spill/leak procedures, and more.

## 1.1 How to Clean and Disinfect

### Hard (Non-porous) Surfaces

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered household disinfectants should be effective.
  - A list of products that are EPA-approved for use against the virus that causes COVID-19 is available [hereexternal icon](#). Follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.
  - Additionally, diluted household bleach solutions (at least 1000ppm sodium hypochlorite) can be used if appropriate for the surface. Follow manufacturer's instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Bleach solutions will be effective for disinfection up to 24 hours.
    - Prepare a bleach solution by mixing:
      - 5 tablespoons (1/3 cup) bleach per gallon of water or
      - 4 teaspoons bleach per quart of water

### Soft (Porous) Surfaces

- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
  - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
    - Otherwise, use products [that are EPA-approved for use against the virus that causes COVID-19external icon](#) and that are suitable for porous surfaces

## Electronics

- For electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines, remove visible contamination if present.
  - Follow the manufacturer's instructions for all cleaning and disinfection products.
  - Consider use of wipeable covers for electronics.
  - If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 60-70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

## Linens, Clothing, and Other Items That Go in the Laundry

- In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry.
- Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

## 2.0 Safety

Store and use disinfectants in a responsible and appropriate manner according to the label. Do not mix bleach or other cleaning and disinfection products together. This can cause fumes that may be very dangerous to breathe in. All cleaning products are to be kept locked in the housekeeping cage.

Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and environment. Follow the directions on the disinfectant label for additional PPE needs.

When you finish cleaning, remember to wash hands thoroughly with soap and water by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60-70% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

## 3.0 Facilities

This section breaks out the facilities into their respective areas and lays out specific details on the cleaning and disinfecting requirements for these areas.

**IMPORTANT NOTE:** Anytime food is consumed in any room the persons responsible must clean and disinfect all tables and chairs used.

### 3.1 Classrooms

*Frequency:* School classrooms daily  
Sunday school classrooms after each use  
(\*\*indicates special frequency)

These are the items which need to be addressed in each of the classrooms:

1. Disinfect all door knobs/handles
2. Disinfect all light switches
3. Take out the garbage and replace bag
4. Vacuum all carpeted areas
5. Dust mop all hard floor surfaces
6. Mop floor with approved floor cleaner
7. Clean visibly dirty surfaces with soap and water prior to disinfection
8. Clean and disinfect all tables, chairs, countertops, sinks, faucets, towel dispensers, and soap dispensers
9. Dust the top of cabinets, bookcases and other places as needed
10. Remove any visible cob webs
11. Clean windows (\*\*once a month or as needed)
12. Replace paper towels and hand soaps as needed
13. Use misting machine in entire classroom

### 3.2. Bathrooms

*Frequency:* Church office and dining room bathrooms daily  
Kitchen bathroom daily  
Tile garage bathroom daily  
School bathrooms daily  
All other bathrooms after public event use

(\*\*indicates special frequency)

These are the items which need to be addressed in each of the bathrooms:

1. Disinfect all door knobs/handles
2. Disinfect all light switches
3. Take out the garbage and replace bag
4. Dust mop all hard floor surfaces
5. Mop floor with approved floor cleaner
6. Clean visibly dirty surfaces with soap and water prior to disinfection
7. Clean and disinfect all countertops, sinks, faucets, towel dispensers, and soap dispensers
8. Remove any visible cob webs
9. Replace toilet paper, paper towels, and hand soaps as needed
10. Clean and disinfect toilets/urinals with non-acidic cleaning product. If stains are present use acidic cleaning product
11. Clean and disinfect bathroom stall walls (\*\*weekly)
12. Clean bathroom mirrors with glass cleaner

### 3.3 Sanctuary / Auditorium / Chapel

Frequency: After public event use  
(\*\*indicates special frequency)

These are the items which need to be addressed in the sanctuary, auditorium and chapel:

#### Sanctuary

1. Disinfect all door knobs/handles
2. Disinfect all light switches
3. Pick up all visible debris
4. Take out the garbage and replace bag
5. Put up all seats as needed
6. Vacuum all carpeted areas
7. Spot check and clean visibly dirty surfaces with soap and water prior to disinfection
8. Remove any visible cobs webs
9. Replace Kleenex as needed
10. Clean wood with approved cleaner (\*monthly)
11. Sweep and mop stage
12. Use misting machine in entire sanctuary

Note: Housekeeping is not required to clean the sound booth equipment.

### Auditorium

1. Disinfect all door knobs/handles
2. Disinfect all light switches
3. Pick up all visible debris
4. Take out the garbage
5. Put up all seats as needed
6. Vacuum all carpeted areas
7. Spot check and clean visibly dirty surfaces with soap and water prior to disinfection
8. Clean glass on entry doors to the auditorium
9. Remove any visible cob webs
10. Clean wood with approved cleaner (\*\*monthly)
11. Use misting machine in entire auditorium

Note: Housekeeping is not required to clean and mop the stage, back stage or the sound booth equipment.

### Chapel

1. Disinfect all door knobs/handles
2. Disinfect all light switches
3. Pick up all visible debris
4. Take out the garbage
5. Vacuum all carpeted areas
6. Dust mop all hard floor surfaces
7. Mop floor with approved floor cleaner
8. Spot check and clean visibly dirty surfaces with soap and water prior to disinfection
9. Remove any visible cob webs
10. Replace Kleenex as needed
11. Clean wood with approved cleaner
12. Dust organ and piano
13. Use misting machine in entire chapel

Note: Housekeeping is not required to clean the sound booth equipment.



### 3.4 Cafeteria / Dining Rooms

Frequency: Cafeteria daily (during school season)  
Dining rooms after public event use  
(\*\*indicates special frequency)

These are the items which need to be addressed in the cafeteria and dining rooms:

#### Cafeteria

1. Disinfect all door knobs/handles
2. Disinfect all light switches
3. Pick up all visible debris
4. Take out the garbage and replace bag
5. Vacuum all carpeted areas
6. Dust mop all hard floor surfaces
7. Mop floor with floor machine with approved floor cleaner (\*\*twice weekly or as needed)
8. Clean visibly dirty surfaces with soap and water prior to disinfection
9. Clean and disinfect all tables and chairs
10. Remove any visible cob webs
11. Clean and disinfect all microwaves
12. Clean vending machines
13. Clean window sills (weekly)
14. Clean glass wall and doors (\*\*monthly or as needed)

**Note: Misting is NOT permitted in these areas**

#### Dining Rooms

1. Disinfect all door knobs/handles
2. Disinfect all light switches
3. Pick up all visible debris
4. Take out the garbage and replace bag
5. Vacuum all carpeted areas
6. Clean visibly dirty surfaces with soap and water prior to disinfection
7. Clean and disinfect all tables and chairs
8. Remove any visible cob webs
9. Clean window sills (\*\*weekly)
10. Clean glass wall and doors (\*\*monthly or as needed)

**Note: Misting is NOT permitted in these areas.**

Housekeeping is not required to clean the sound booth equipment.

### 3.5 Gymnasium / Weight Room

Frequency: Gymnasium daily  
Weight room daily (During school season)  
(\*\*indicates special frequency)

These are the items which need to be addressed in the gymnasium and weight room:

#### Gymnasium

1. Disinfect all door knobs/handles
2. Disinfect all light switches
3. Pick up all visible debris
4. Take out the garbage and replace bag
5. Dust mop all hard floor surfaces
6. Mop floor with floor machine with approved floor cleaner (\*\*twice weekly or as needed) DO NOT mop the main gym playing court.
7. Pull out bleachers and sweep underneath
8. Clean visibly dirty surfaces with soap and water prior to disinfection
9. Clean and disinfect bench seats and handrails
10. Remove any visible cob webs

Note: Housekeeping is not required to clean the concession area.  
This will be the responsibility of the Booster Club.

#### Weight room

1. Disinfect all door knobs/handles
2. Disinfect all light switches
3. Pick up all visible debris
4. Take out the garbage and replace bag
5. Clean visibly dirty surfaces with soap and water prior to disinfection
6. Clean and disinfect desk and chairs
7. Remove any visible cob webs
8. Clean window sills (\*\*weekly)
9. Clean glass wall and doors (\*\*monthly or as needed)
10. Clean mirrors
11. Use misting machine in this area

### 3.6 Locker Rooms

Frequency: Locker rooms daily (During school season)

These are the items which need to be addressed in the locker rooms:

#### School

1. Disinfect all door knobs/handles
2. Disinfect all light switches
3. Take out the garbage and replace bag
4. Dust mop all hard floor surfaces
5. Mop floor with approved floor cleaner
6. Clean visibly dirty surfaces with soap and water prior to disinfection
7. Clean and disinfect countertops, sinks and faucets, paper towel dispensers, and soap dispensers
8. Dust the top of lockers and other places as needed
9. Remove any visible cob webs
10. Clean and disinfect shower
11. Replace paper towels and hand soaps as needed

#### Garage

1. Disinfect all door knobs/handles
2. Disinfect all light switches
3. Take out the garbage and replace bag
4. Dust mop all hard floor surfaces
5. Mop floor with approved floor cleaner
6. Clean visibly dirty surfaces with soap and water prior to disinfection
7. Clean and disinfect countertops, sinks and faucets, paper towel dispensers, and soap dispensers
8. Clean and disinfect inside of unused lockers
9. Dust the top of lockers and other places as needed
10. Remove any visible cob webs
11. Clean and disinfect shower
12. Replace paper towels and hand soaps as needed

### 3.7 Offices

Frequency: Offices daily  
(\*\*indicates special frequency)

These are the items which need to be addressed in each of the offices:

1. Disinfect all door knobs/handles
2. Disinfect all light switches
3. Take out the garbage and replace bag
4. Vacuum all carpeted areas
5. Dust mop all hard floor surfaces
6. Mop floor with approved floor cleaner
7. Clean visibly dirty surfaces with soap and water prior to disinfection
8. Clean and disinfect all tables, chairs, and countertops, sinks and faucets
9. Dust the top of cabinets, bookcases, computers and other places as needed
  - a. Dust top of desks only if you can see the top of the desk
10. Remove any visible cob webs
11. Clean window sills (\*\*weekly)
12. Clean glass wall and doors (\*\*monthly or as needed)
13. Use misting machine in entire office (\*\*weekly)

### 3.8 Lobbies / Public Gathering Places

Frequency: Chapel and School areas daily  
Sanctuary lobby after use  
(\*\*indicates special frequency)

These are the items which need to be addressed in lobbies / public gathering places:

1. Disinfect all door knobs/handles
2. Disinfect all light switches
3. Take out the garbage and replace bag
4. Vacuum all carpeted areas
5. Vacuum church stairwells (\*\*weekly)
6. Vacuum school stairwells
7. Mop all entrances
8. Clean visibly dirty surfaces with soap and water prior to disinfection
9. Clean and disinfect all tables and chairs
10. Remove any visible cob webs
11. Clean wood with approved cleaner (\*\*monthly)
12. Clean window sills (\*\*weekly)

13. Clean glass wall and doors (\*\*weekly before Sunday or as needed)
14. Clean display cases

### 3.9 Kitchens

Frequency: Employee lounge daily  
School kitchen daily  
Church dining kitchen after public event use  
(\*\*indicates special frequency)

These are the items which need to be addressed in kitchens:

1. Disinfect all door knobs/handles
2. Disinfect all light switches
3. Take out the garbage and replace bag
4. Dust mop all hard floor surfaces
5. Mop floor with approved floor cleaner (\*\*twice weekly or as needed)
6. Clean visibly dirty surfaces with soap and water prior to disinfection
7. Clean and disinfect all counters with approved products
8. Remove any visible cob webs

**Note: Misting is NOT permitted in these areas.**

Kitchens are licensed and inspected by Macomb County and follow specific guidelines and procedures. All kitchen staff is required to be ServSafe certified.

### 3.10 Nursery

Frequency: Nursery rooms after public event use (see **Appendix I**)

These are the items which need to be addressed in each of the nursery rooms:

1. Disinfect all door knobs/handles
2. Disinfect all light switches
3. Take out the garbage and replace bag
4. Vacuum all carpeted areas
5. Clean visibly dirty surfaces with soap and water prior to disinfection
6. Clean and disinfect all tables, chairs, and countertops, sinks and faucets
7. Use misting machine in entire nursery

### 3.11 Garage

Frequency: Daily

These are the items which need to be addressed in the garage area:

#### Tools & Power Equipment

1. Disinfect all hand tools and power equipment after each day's use

#### Trucks and Golf Carts

1. Disinfect all trucks and golf carts after each day's use. This includes all handles, steering wheel, dashboard and seats.

Note: Housekeeping is not required to clean and disinfect tools, power equipment, trucks and golf carts. This will be performed by grounds team members.

### 3.12 Laundry

Launder items according to the manufacturer's instructions, using the warmest temperature setting possible and dry items completely.

## 4.0 Equipment

### 4.1 Production Equipment

Frequency: Daily after use

The following items are to be cleaning and disinfected by the production department staff:

- Production booth consoles
- Computers
- iPads
- Coms
- Keyboards

- Pianos
- Other musical equipment
- Microphones
- Earpieces & Packs
- IEM Pack
- IEM
- Music stands

Note: Housekeeping is not required to clean production equipment.  
This will be the responsibility of the Production Team (see **Appendix II**).

## 4.2 Communications Equipment

Frequency: Daily after use

The following items are to be cleaning and disinfected by the communications department staff:

- Cameras
- Camera related equipment
- Drones

Note: Housekeeping is not required to clean communications equipment.  
This will be the responsibility of the Communications Team (see **Appendix III**).

## 4.3 Security Equipment

Frequency: Daily and or after use

The following items are to be cleaning and disinfected by the security department staff:

- Walkie Talkies

Note: Housekeeping is not required to clean security equipment.  
This will be the responsibility of the Security Team.

## 5.0 Definitions

- **Cleaning** refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.
- **Disinfecting** works by using chemicals, for example EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection

## 6.0 References

[www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html](http://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html)

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

<https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Cleaning-and-Disinfection>

[www.osha.gov/covid-19](http://www.osha.gov/covid-19)

[www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)

<http://www.ilpi.com/msds/faq/parta.html#tutorial>



## Appendix I – Nursery Guidelines

The following guidelines were prepared by the Bethesda Christian Church Nursery Department to assist in the safety and welfare of the department's employees and volunteers and visitors.

### Current Cleaning Procedures:

- Dishes and toys that have been placed in a child's mouth are ran in the dishwasher
- Toys that cannot fit in dishwasher get wiped with a Lysol wipe
- After children have left, each room/large toys get sprayed with Lysol spray (ride on toys, slides, kitchen set, etc.)
- Before snack children in Noah's Ark take a bathroom break and wash hands in the bathroom. The children in Creation are given hand sanitizer before snack.
- Snack tables are wiped with a Lysol wipe.
- After service, all linens (changing pad covers, crib sheets, burp cloths, etc.) are placed in a laundry basket and left out for housekeeping to wash.

### New procedures that will need to be addressed:

- Wipe check-in area after service
- Wipe down TV remotes
- Wipe down locks/handles on half doors at entry
- Wipe or spray volunteer name tags
- Wipe arm rests on rocking chairs
- More thorough cleaning of chairs and high chairs after children have sat in them
- Clean sink area and counter tops at check in after service
- Remove small toys that cannot be easily wiped
- Possibly use packaged snacks instead of large tubs of animal crackers and goldfish?
- Team leaders wipe pens and check-in computer after being handled

## Appendix II – Production Guidelines

The following guidelines were prepared by the Bethesda Christian Church Production Department to assist in the safety and welfare of the department's employees and volunteers.

### **GUIDELINES**

- Face masks or coverings will be provided for the Production Department staff and volunteers. Production Staff and volunteers are to wear face masks or coverings while within proximity of other staff, volunteers, or church guests until deemed safe to do so by Church Leadership. Personal face masks or face coverings are permissible.
- Latex gloves will be provided for volunteers if requested.
- Hand sanitizer will be provided for Production Department staff and volunteers.
- Per agreement with Family Ministries Leadership, Kings Island production equipment will be disinfected by Family Ministry's staff.

### **CLEANING SCHEDULE**

#### Monday

- Production booth consoles, computers, and coms are to be wiped down with a disinfectant spray or solution.
- Stage equipment including keyboards, pianos, computers and other musical equipment used in the previous Sunday's performance are to be wiped down with disinfectant spray or solution.
- All items must be sanitized before their movement into storage or another location.

#### Tuesday

- All microphones, and earpieces and packs that are to be used for that evening's rehearsal and subsequently Sunday's performance are to be wiped down with disinfectant spray or solution and then placed into an airtight container. Each container will be labeled with blue painters' tape and the artist's name.
- All iPads that are to be used for that evening's rehearsal and subsequently Sunday's performance is to be wiped down with disinfectant spray or solution.
- Included in each container will be a microphone, IEM Pack, IEM, and fresh batteries.
- Artists are to return all contents back to their labeled container and seal it after rehearsal.

#### Wednesday

- All consoles, computers, microphones, music stands, used in all services are to be wiped down with disinfectant spray or solution prior to that evening's rehearsal/performance.
- All consoles, computers, microphones, music stands, used for Thursday's service are to be wiped down with disinfectant spray or solution prior to following rehearsal/performance.
- All microphones, music stands, used in the Wednesday evening youth service are to be wiped down with disinfectant spray or solution prior to storage.

#### Thursday

- All microphones, and music stands, used in the Wednesday evening adult service are to be wiped down with disinfectant spray or solution prior to storage.
- All microphones, IEM's and their earpiece that are to be used for that Sunday's performance are to be wiped down with disinfectant spray or solution and then returned with fresh batteries to their correct airtight container.
- All used towels are to be placed in an airtight container and placed in the production booth to be swapped out by housekeeping.

#### Friday/Saturday

- At some point housekeeping will need to re-supply Production with cleaning supplies, fresh towels etc. Supplies can be left in the Production booth on the small table in the center. This will also be the preferred time to have the trash can emptied.

#### Sunday

- Prior to the arrival of volunteers, cons, surfaces, and door handles are to be wiped down with disinfectant spray or solution.
- All speaking mics are to be wiped down with disinfectant spray or solution.
- At the end of service all mics are to be returned to their container.

## **Appendix III – Communication Guidelines**

The following guidelines were prepared by the Bethesda Christian Church Communications Department to assist in the safety and welfare of the department's employees and volunteers.

- All communications camera gear will be disinfected and cleaned after each use
- A tag system will be created to identify camera gear that has been cleaned
- Camera gear will be disinfected after each use and tagged "clean"
- All printed material in racks will be removed.
- Racks will be covered in a way so as to not be used.
- Use of digital bulletins and brochures will be employed until further notice.