

# STAY SAFE AT CHURCH



## CHURCH CLEANING GUIDELINES

In accordance with World Health Organisation and Federal Government guidelines, and to ensure we are providing the safest environment for our members, the following procedures are to be followed when cleaning our churches.

- Where there are two separate teams (families) sharing the decorating / cleaning of the church, the cleaning is to ideally occur only once the floral arrangements have been placed into position, to ensure that no surfaces are contaminated once cleaning has taken place. Where this is not possible, flowers can be brought into the church on Sunday morning, prior to the commencement of service.
- Members should wear gloves when cleaning, and wash their hands thoroughly with soap or alcohol-based hand sanitiser before and after wearing gloves. Closed footwear should also be worn while cleaning.
- Cleaning is an essential part of disinfection because dirt and grime can inactivate many disinfectants. Cleaning reduces the amount of dirt and so allows the disinfectant to work. **Removal of germs such as the virus that causes COVID-19 requires thorough cleaning with soapy water.**
- The disinfectant used should be one for which the manufacturer claims antiviral activity, meaning it can kill viruses. Disinfectant solutions need to be used at an appropriate strength, and in accordance with the manufacturers' instructions. Alternately, spray disinfectants (such as Glen 20) can be used on surfaces where appropriate (refer to the manufacturer's instructions for additional information).

All frequently touched areas and surfaces are to be cleaned. These include:

- Light switches
- Handrails
- Doorknobs and handles
- Chair / pew backs and seats
- Congregational hymnals
- Window handles
- Bins
- Altar microphone / stand
- Air conditioning controls & video / audio remotes
- Sinks / taps / toilet seat / flush button
- Keyboards, including the keys
- Tables and counter tops
- Music stands
- Blind / curtain opening cords / wands
- Holy Bible

- Bathroom surfaces are also to be disinfected once cleaned.
- Water glasses / jugs are to be washed with warm, soapy water only (no disinfectant).
- Floors are to be vacuumed, and hard flooring mopped with a disinfectant cleaner
- Bins should have bin liners, which must be removed and disposed of each time cleaning is conducted.
- Bathrooms / vestries are to be well stocked with liquid hand soap and disposable paper towels. No cloth towels are to be used.
- Alcohol-based hand sanitiser (containing at least 60% ethanol, or 70% iso-propanol) to be placed at the entrance to the auditorium, inside the vestry, and at the altar
- Antiseptic wipes placed at organ / piano keyboards will assist organists to wipe down keys before and after use, especially where there may be multiple users during the course of a service
- Disposable facial tissues, and lined bins for used tissues, to be made available within easy reach of congregants
- All cleaning cloths and gloves are to be disposed of once used.



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## CLEANING CHECKLIST

- Hands are washed and gloves worn
- Closed footwear worn
- All surfaces wiped down using clean cloths that have been rinsed in soapy water, and wrung out
- All bathroom surfaces disinfected, either with liquid or spray disinfectant

### List of surfaces to clean:

- |  |  |
|--|--|
| <input type="checkbox"/> Light switches              | <input type="checkbox"/> Air conditioning controls & video / audio remotes |
| <input type="checkbox"/> Handrails                   | <input type="checkbox"/> Sinks / taps / toilet seat / flush button         |
| <input type="checkbox"/> Doorknobs and handles       | <input type="checkbox"/> Keyboards, including the keys                     |
| <input type="checkbox"/> Chair / pew backs and seats | <input type="checkbox"/> Tables and counter tops                           |
| <input type="checkbox"/> Congregational hymnals      | <input type="checkbox"/> Music stands                                      |
| <input type="checkbox"/> Window handles              | <input type="checkbox"/> Blind / Curtain opening cords / wands             |
| <input type="checkbox"/> Bins                        | <input type="checkbox"/> Holy Bible  |
| <input type="checkbox"/> Altar microphone / stand    |  |

- Water glasses / jugs washed with warm, soapy water only (no disinfectant)
- All floors vacuumed, and hard flooring mopped with a disinfectant cleaner
- Bin liners removed and disposed of, and replaced with new liners
- Bathrooms / vestries are well stocked with liquid hand soap, and disposable paper towels & cups
- Hand sanitiser is available at the entrance, in the vestry and at the altar
- Antiseptic wipes are placed at the organ / piano keyboards
- Facial tissues and bins with liners are available
- All cleaning cloths and gloves are disposed of once used

**ONCE CHECKLIST HAS BEEN COMPLETED, PLEASE PLACE THIS FORM ON THE VESTRY TABLE**

