

# Suggestions for Cleaning and Disinfection of Church Facilities

*This document provides suggestions for cleaning and disinfecting your church facilities, including office space, to help slow the spread of COVID-19. Contents borrowed from the CDC, WHO, and NYC Health Department*

## Safety measures for cleaning staff:

- Have a safety plan in place for protecting staff who use cleaning chemicals, including binder with necessary Material Safety Data Sheets.
- Provide appropriate protective gear to cleaning staff or anyone helping with disinfection.
- Train staff and volunteers on using cleaning and disinfectant products according to label directions, and record attendance.
- Remind staff and volunteers to frequently wash hands with soap and water for at least 20 seconds.
- Remind all to avoid touching eyes, nose and mouth with unwashed hands.
- For more information, visit the Occupational Safety and Health Administration's page on control and prevention at [osha.gov/SLTC/covid-19/controlprevention.html](https://www.osha.gov/SLTC/covid-19/controlprevention.html).

## CLEANING and DISINFECTING

CLEANING with soap and water reduces number of germs, dirt and impurities on the surface.

DISINFECTING kills germs on surfaces.



## Clean

- **Wear disposable gloves** to clean and disinfect.
- **Clean surfaces using soap and water, then use disinfectant.**
- **Practice routine cleaning** of frequently touched surfaces.
- **High touch surfaces include:**
  - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks



## Disinfect

- **[Recommend use of EPA-registered household disinfectant.](#)** Follow the instructions on the label to ensure safe and effective use of the product. Many products recommend:
  - Keeping surface wet for a period of time (see product label).
  - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- **[See EPA's 6 steps for Safe and Effective Disinfectant Use](#)** (follow this link or go to [cnumc.org/covid19](https://www.cnumc.org/covid19))

Always read and follow the directions on the label to ensure safe and effective use.

- Wear skin protection and consider eye protection for potential splash hazards. Ensure adequate ventilation.
- Use no more than the amount recommended on the label.
- Use water at room temperature for dilution (unless stated otherwise on the label).
- Avoid mixing chemical products.
- Label diluted cleaning solutions immediately upon filling the bottle.
- Store and use chemicals out of the reach of children, vulnerable youth and adults and pets.

**You should never eat, drink, breathe or inject these products into your body or apply directly to your skin** as they can cause serious harm. **Do not wipe or bathe pets with these products** or any other products that are not approved for animal use.



# Hard Surfaces and Restrooms

## Disinfecting Methods and Standards - DAILY and FOLLOWING GATHERINGS

- Empty all waste baskets (waste receptacle should be open, without lids, and preferably outside the door to allow for use of towel to open doorknob).
- Check and fill paper towel and toilet paper dispensers.
- Check and fill soap dispensers.
- Check and fill hand sanitizer dispenser if using.
- Check and fill sanitizing wipes in each stall if using.
- Use a prepared solution of disinfectant cleaner. **Thoroughly wet surface. Ensure surface remains wet per the disinfectant's label. Re-apply disinfecting solution if necessary.**
- Any areas visibly contaminated with body fluids or fecal matter should be cleaned with disinfecting solution using disposable towels before beginning standard cleaning procedures.
- Wash paper towel and toilet paper dispenser, waste receptacles, sanitary napkin receptacles, partitions, knobs, handles and mirrors. Dry with a clean towel.
- Using a prepared solution of disinfectant cleaner as above, damp wipe above areas allowing surface to remain wet per disinfectant instruction. Allow to air dry.
- Clean mirrors with a prepared mixture of window cleaner in spray bottle.
- Using a prepared solution of disinfectant cleaner as above, damp wash top and bottom of toilet seats, entire outside fixture and flush valves allowing surface to remain wet per disinfectant label. Allow to air dry.
- Using porcelain cleaner as needed, wash and rinse interior and sides of urinals and toilets. Wash with disinfectant solution as described above.
- Using disinfectant solution mop entire floor. Immerse mop, squeeze two-thirds dry, mop a 10' x 10' area and re-immerses mop and continue. If floor is extra dirty clean a 5' x 5' area and re-immerses. Ensure surface remains wet for length of time per disinfectant label. Re-apply disinfectant if necessary. Allow to air dry.

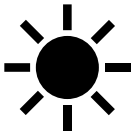
## Kitchen and Cafeteria Disinfecting Methods and Standards – FOLLOWING USE

- Empty all waste baskets.
- Check and fill paper towel dispensers.
- Check and fill soap dispensers.
- Use a prepared solution of disinfectant cleaner. **Thoroughly wet surface. Ensure surface remains wet per instructions on label. Re-apply disinfecting solution if necessary.**
- Any areas visibly contaminated with body fluids should be cleaned with disinfecting solution using disposable towels before beginning standard cleaning procedures.
- Wash paper towel dispenser, waste receptacles, knobs, handles, tables, chairs, carts and all other hard non-porous surfaces. Dry with a clean towel.
- Using disinfectant solution mop entire floor. Immerse mop, squeeze two-thirds dry, mop a 10' x 10' area and re-immerses mop and continue. If floor is extra dirty clean a 5' x 5' area and re-immerses. **Thoroughly wet surface. Ensure surface remains per disinfectant label. Re-apply disinfecting solution if necessary.** Allow to air dry.



## Soft Surfaces

- For soft surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and:
  - **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.
  - **Launder items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- OR
  - **Disinfect with an EPA-registered disinfectant.** See [EPA List N](#)
  - **Vacuum as usual.**

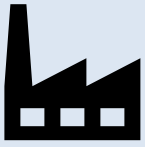


## Cleaning and Disinfecting Outdoor Areas

- Outdoor areas, like **playgrounds in schools and parks** generally require **normal routine cleaning**, but **do not require disinfection**.
  - Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
  - High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
  - Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
- Sidewalks and roads should not be disinfected

### Equipment / Supplies and Materials

- After disinfecting and prior to removal of gloves wash gloved hands in disinfecting solution.
- Properly dispose of all contaminated disposable supplies / materials, including rags, towels, sponges, wipes, gloves, etc.
- Mops, dust pans, brushes/brooms should be disinfected after each use /exposure.
- For clothing, towels, linens and other items that go in the laundry, wash at the warmest possible setting with your usual detergent and then dry completely. Do not "hug" or shake dirty laundry before washing to avoid spreading the virus or other dirt and bacteria. Laundry from a person who is sick can be washed with other people's items.
- Wear appropriate gloves or other personal protective equipment (PPE) as instructed on the product label. Throw away gloves after each cleaning, and wash hands with soap and water for at least 20 seconds.



## Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the person who is sick.
  - Churches do not necessarily need to close operations, if they can close off affected areas.
- **Open outside doors and windows** to increase air circulation in the area.
- **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and sitting area.
- Vacuum the space if needed. Use vacuum equipped with high-efficiency particular air (HEPA) filter, if available.
  - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
  - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been **appropriately disinfected, it can be opened for use.**
  - **Workers without close contact** with the person who is sick can return to work immediately after disinfection.
- **If more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
  - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

Information contained in this document was borrowed from the following sources:

Centers for Disease Control and Prevention:

- Cleaning and Disinfecting Your Facility. <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html> .
- Cleaning and Disinfection for Community Facilities. <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html> .
- Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes. <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html> .

New York City Health. COVID-19: General Guidance for Cleaning and Disinfection for Non-Health Care Settings. <https://www1.nyc.gov/assets/doh/downloads/pdf/imm/disinfection-guidance-for-businesses-covid19.pdf> .