

Pandemic Planning:

Information for Churches and Faith-Based Organizations

Post Pandemic Clean-Up

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Table of Contents

- 1) Introduction
- 2) Disclaimer
- 3) Coronavirus 2020
- 4) Purpose of this Manual
- 5) Post Pandemic Clean-Up Team (responsibilities)
- 6) Cleaning and Disinfecting
- 7) Define the Areas and Tasks
- 8) Cleaning while Social Distancing
- 9) Daily Cleaning after Re-opening
- 10) Hand Hygiene Program

Introduction

This manual was prepared for the health and safety of all churches and faith-based organizations in mind. Benchmark's staff has over 100 years of frontline cleaning and disinfecting knowledge. Cleaning for health and safety is expected by today's building inhabitants. In 2020, the coronavirus has changed the way the public and all property owners view cleaning. Cleaning and disinfecting will be a two-part process moving into the future.

During times of crisis, churches and faith-based buildings have been places for the people to gather. During 9/11 people gathered to pray and seek hope and pray. This coronavirus pandemic has forced our churches and faith-based buildings to close their doors. Our hope, at Benchmark, is that this manual will be a resource that all churches and faith-based organizations can find helpful to re-open their buildings. Thank you for what your organization provides for each of your communities and if you have any question please reach out to the staff at Benchmark.

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Disclaimer

In developing this manual, Benchmark purpose was for general information. This manual is not a mandate but could be used to help develop a specific document for each church or faith-based organization. Benchmark makes no claims of preventing the spread of Covid-19. This manual is a resource to help with general information as to how to re-open after the coronavirus 2020 pandemic.

Coronavirus 2020

Purpose of this Manual

This manual will define the responsibilities of the Post Pandemic Clean-Up Team. It will help define the Areas and Tasks to be performed before the building can be re-opened. It will outline cleaning procedures that use social distancing. This manual will identify skin contact areas that must be cleaned regularly during the day. After the building has re-opened there are daily responsibilities that will be outlined in this manual. Also, there is a Hand Hygiene program that is included. This manual is a resource that each organization can use to develop their own procedures and processes.

Post Pandemic Clean-Up Team (responsibilities)

Develop a Team of people to serve on this Clean-Up Team. This Team will have oversight of all Post Pandemic Clean-Up and Daily Cleaning. Each Team member will be assigned an area to be responsible for. The committee could have their meetings via ZOOM or other online platform. We would encourage a member of the cleaning staff or outside cleaning contractor to be included as a member. Communication with the public will be important and should be assigned to a staff member if possible.

Responsibilities:

- 1) Assign a Team Leader:
 - organize meetings and agenda
 - assign roles to Team members
 - check progress
 - communicate with organizational leadership
- 2) Assign Secretary:
 - record the minutes of meeting
 - point of contact for Team members
- 3) General Members:
 - will agree to perform roles assigned by the Team Leader
- 4) Cleaning Crew Leader:
 - report progress and measurement

Cleaning and Disinfecting

In the past organizations would have a one step cleaning process. After the 2020 coronavirus building owners will need to add a two-step process to insure proper disinfection.

Procedures for Cleaning and Disinfecting:

- 1) Use of PPE's (personal protective equipment) is paramount. Examples of PPE's: gloves, masks, safety glass, etc...
- 2) Gather materials needed to preform Task.
- 3) Clean surface with a neutral cleaner and cloth or mop. (disposable if Area has been contaminated)
- 4) Remove all trash from Area. Bag all trash and remove from building.
- 5) After surface has dried spray surface with a hospital grade disinfectant and allow for chemical to remain on the surface as directed by manufacturers label.
- 6) Wash hands after each Area and replace PPE's before moving to next Area.
- 7) Remember to follow the daily cleaning schedule and work patterns.

Define the Area and Tasks

It is important to define the Areas within the building. Restrooms would be an example of an Area within the building. Each Area will have its own list of Tasks that will be assigned and will need to be performed on a regular scheduled frequency. Below there is a list of Areas that may help you define the Areas in your buildings. The fewer the number of Areas the easier it will be to assign Tasks.

- 1) Restrooms
- 2) Classrooms
- 3) Offices
- 4) Nursey
- 5) Kitchen
- 6) Cafeteria
- 7) Fellowship Hall
- 8) Clinic/Isolation Room
- 9) Common Areas/Lobby
- 10) Prayer Room

Once the Area types have been defined it is now time to assign the Tasks that will be performed in each Area. Tasks should be assigned in a sequential order. We at Benchmark like the Top Down cleaning,

working right to left, and mop or vacuum your way out of the Area. As with all Tasks remember to instruct all staff to wear PPE's before starting any procedure. Hand washing should be the last thing on the list of Tasks per each Area.

Tasks can be assigned on a daily, weekly or scheduled frequency. During times when the building has people inhabiting the building the Tasks may need to be adjusted as well as the frequency. Skin Contact points should be defined within each Area. These Skin Contact points should be cleaned and disinfected several times a day when the building has people present. Disinfecting wipes may be a good choice for these Tasks.

Cleaning While Social Distancing

It is important to keep six feet apart while cleaning or working in the building. While developing the Area types and the Tasks assigned to each Area remember to allow for enough time to complete the assignment. Cleaning staff should not work in the same Area at the same time if at all possible. This could increase the time needed to clean and disinfect a given Area. Social Distancing is important for all member of the organization.

There are closed for cleaning signs and other items that should be used to alert the public that this Area is closed. This will protect the cleaning staff and promote the Social Distancing process. Once the Area has been cleaned and disinfected you may wish to keep a record that dates and time stamps each cleaning and disinfecting cycle. It will become important that we document not only how we clean and disinfect Areas but also when.

Daily Procedures After Re-Opening

Cleaning for the health and safety of the building inhabitants is the Goal. We have defined the Areas that need to be cleaned and the Tasks that will be assigned to each Area. Frequency is the key to the program. How often will the Tasks be performed in each Area? The use of the Area should provide the answer to this question. After each use of a given Area there should be a complete cleaning and disinfecting performed. The Area can be closed after this cleaning and disinfecting until after the next use.

Larger Areas, such as restrooms and the sanctuary, may need to have Skin Contact points cleaned and disinfected during the event. This could be handled with a hospital grade disinfectant wipe that will be thrown away after each use. Gloves should be provided to those using the wipes. Hand washing is the most important part of protecting the health and safety of the building inhabitant. Facial tissue should be readily available for all building inhabitant.