

Church Buildings Cleaning Checklist & Multiple Users



Scope: The following checklist can be used for any church service in the Diocese of Dunedin under COVID-19 Alert Level 2. It is to be used in association with the Diocese of [Dunedin Pandemic Response Framework \(September 2021\)](#) to assist with developing your Action Plan and provides extra information/clarification. Please note, there may be particular government restrictions in place on the number of people who can attend services (e.g. 100, 50, 10 and so on): these must be adhered to and may result in special services for smaller groups, not public worship.

Key Principles:

- 1. Our buildings provide places for worship, work, Christian ministry, and community gathering. They are to be places where the love of God is paramount in how we offer hospitality to one another.***
- 2. The proper use and care of our buildings is an act of Stewardship of the gifts that we have received from God through the Church Community.***
- 3. We are responsible as users of any venue that we meet in to provide a safe environment for everyone who enters. We are responsible to Bishop Steven who holds ultimate responsibility for all activities in the Diocese of Dunedin. We need to comply with NZ Health and Safety legislation and Department of Health directives.***

Safe Practices for the Cleaning of Buildings and Multiple Users of Buildings in addition to Overarching Principles for Level 2:

- All buildings will need to be assessed for maximum capacity to maintain physical distancing during Level 2.
- All buildings, facilities will need to have a normal clean prior to be able to be used on any re-opening after Alert Level 3 or 4.
- Building users must be contacted by the Vicar or Warden or their nominee to discuss whether they intend to return to using the facility and whether their activity is permitted under COVID-19 Level 2.
- Building Users include internal parish groups like AAW and any other external groups.
- Good hygiene under Level 2 includes both Cleaning with detergent and Disinfecting with a suitable solution. Prepared disinfectant solutions are marked as such on the product labels.
- A suitable disinfectant solution can be made by mixing common bleach, available from the supermarket, with water to achieve **1000ppm chlorine mixture** as follows:

Strength of Bleach	Parts of bleach	Parts of water	Volume of bleach to be added to 1L of cold water
4%	1	39	25ml
5%	1	49	20ml

Area of Focus	Alert Level 2 – Church Buildings Cleaning Checklist & Multiple Users	Check/Sign
Preparing the buildings for being re-opened	<ul style="list-style-type: none"> • Ensure cleaners have access to make a normal full clean of church buildings and other facilities prior to any preparations being made to re- open. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Ensure adequate supplies of cleaning supplies are available. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Ensure monitoring of the supply of cleaning supplies is in place. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Consider installing auto-opening bins or have hand sanitizer available near bins. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Ensure there is hand sanitizer available for users at appropriate areas throughout buildings. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Plan with the cleaners your requirements for suitable cleaning under COVID-19 Level 2. e.g. Disinfecting handles, taps, hard surfaces. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Ensure bathroom areas have adequate provision of soap products, handtowels and bins and soap products. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Erect notices reminding staff and visitors about good hygiene practices. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Vicar, Warden or nominee to ensure all Building Users are briefed on practices required for use of the building under COVID-19 Level 2. 	<input type="checkbox"/>
Cleaning by Building Users	<ul style="list-style-type: none"> • Each user group should be extra vigilant regarding cleaning. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Regular cleaning and disinfecting of hard surfaces such as door handles, taps, tabletops, benches, seats, handrails, anywhere that may be a point of physical contact with a person. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Each building user should disinfect surfaces prior to and at the end of their session, including toilet areas. 	<input type="checkbox"/>
Comms to Building Users	<ul style="list-style-type: none"> • Ensure building users understand the need for suitable Contact Tracing information to be collected on behalf of their group, including scanning QR codes. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Assure building users of the steps being taken to provide a safe environment under COVID-19 Level 2 and explain to them the expectations for their use of the building. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Remind users that we are encouraging people to wear face coverings while in doors at Alert Level 2 (this is mandatory in other settings such as retail premises and accessing services face to face. 	
	<ul style="list-style-type: none"> • Clear signage available on all buildings describing maximum capacity, practical personal hygiene steps 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Ensure all cleaning products are made available to building users. 	<input type="checkbox"/>

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	<ul style="list-style-type: none"> Decide on a template for information to be sent to building users in your parish, specific to your context and ensure all building users receive this information. A copy sent to the group organiser followed by a phone call to clarify any uncertainty is best practice. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Group organisers to ensure non-attendance by anyone who is sick or unwell. 	<input type="checkbox"/>
Contact Tracing	<ul style="list-style-type: none"> Prepare a suitable Contact Tracing form and assign ONE person from the group to be responsible for recording all people attending each session or ensuring that people have signed in using the QR code. 	<input type="checkbox"/>

FAQs

Do fabric seats need specific cleaning?

Only if the fabric is visibly soiled. In this setting the fabric needs to be decontaminated (all visual soiling removed by cleaning) and then disinfected with a disinfectant wipe and allowed to dry. In the absence of visible soiling *no other process is required*.

Why do we need to clean before AND after a session?

It is possible other people may enter the building between user group (e.g. tradespeople), and some groups may forget to clean before or after a session – it is imperative that extra vigilance is maintained to minimise risk. Saying that “we are the only users and any virus would have perished before we use the building again” does not promote your environment as being clean and safe.

What is the recommended method of wiping surfaces?

The MOH and COVID-19 websites have a lot of information and guidelines around cleaning. The safest method is to use gloves while cleaning and then remove them after cleaning is complete, and wash hands with soap. The images on page 6 show one example of how to take gloves off safely.

All surfaces, including tapware, benchtops, chairs, tables etc., should be wiped with a disinfectant wipe (for example Clinell) or a Disinfectant mixture as described below as per the guidelines provided, even if they have not been used. Ensure that surfaces are left moist and are allowed to dry.

How long does the virus live on surfaces?

It varies according to how porous on hard the surface is. Two illustrations on page 3 and 4 give an idea of what we know to date:

How long the new coronavirus can live on surfaces

SURFACE	LIFESPAN OF COVID-19 VIRUS
 Paper and tissue paper**	3 hours 
 Copper*	4 hours 
 Cardboard*	24 hours 
 Wood**	2 days 
 Cloth**	2 days 
 Stainless steel*	2–3 days 
 Polypropylene plastic*	3 days 
 Glass**	4 days 
 Paper money**	4 days 
 Outside of surgical mask**	7 days 

*At 69.8 to 73.4°F (21 to 23 °C) and 40% relative humidity

**At 71°F and 65% relative humidity

Source: New England Journal of Medicine*; The Lancet Microbe**

BUSINESS INSIDER

How long does coronavirus survive on surfaces?



3 hours:

This is the amount of time we know that coronavirus can survive and remain infectious in **airborne droplets**, but we don't know if humans produce enough in a single cough to infect another person.

Up to 72 hours:

This is the amount of time coronavirus can stay active on **hard, shiny surfaces**. Think things like play equipment, door and public transport handles and your phone.

The virus does degrade over time, but you should avoid touching these surfaces in shared spaces, and if you can't do that, avoid touching your face afterward before thoroughly washing your hands.



Up to 24 hours:

This is the amount of time it took for researchers to find no more viable traces of the virus on cardboard. This is also a good guide for other **porous surfaces**.

Porous surfaces are much less likely to hold viable amounts of the virus.



Source: <https://www.weforum.org/agenda/2020/03/this-is-how-long-coronavirus-lives-on-surfaces/>, Accessed 11 May 2020.

How to Remove Gloves

To protect yourself, use the following steps to take off gloves



Grasp the outside of one glove at the wrist.
Do not touch your bare skin.



Peel the glove away from your body,
pulling it inside out.



Hold the glove you just removed in
your gloved hand.



Peel off the second glove by putting your fingers
inside the glove at the top of your wrist.



Turn the second glove inside out while pulling
it away from your body, leaving the first glove
inside the second.



Dispose of the gloves safely. Do not reuse the gloves.



Clean your hands immediately after removing gloves.

Image credit: Centers of Disease Control and Prevention.

Diocese of Dunedin Cleaning Checklist for Building Users

BEFORE YOU BEGIN:	Completed Sign & Date
Physical Distance requirements	
Ensure your group numbers do not exceed (insert number according to room size)	
Arrange furniture to ensure 1m physical distancing for every person	
Preclean with supplied equipment (door handles, flat surfaces, taps, kitchen surfaces)	
Appoint someone to sign group attendees in as they arrive	
Ensure all group members are free of respiratory symptoms	
DURING YOUR SESSION:	
Monitor and maintain physical distancing requirements	
Ensure all attendees contact details are recorded on the sign in sheet	
Remind attendees about handwashing, and distancing protocols	
<i>We are not recommending hospitality be given (food and drink) at Level 2</i>	
AFTER YOUR SESSION:	
Clean down all flat surfaces, door handles, taps, kitchen surfaces with supplied equipment	
Provide a copy of the sign in sheet to the parish office	

Appendix 2:



See: <https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-information-specific-audiences/covid-19-general-cleaning-and-disinfection-advice>

COVID-19: General cleaning and disinfection advice

Information for cleaning and disinfecting publicly accessed indoor and outdoor areas during the COVID-19 response.

Last updated: 7 August 2020

This guidance is for general cleaning and disinfection advice for indoor and outdoor areas that are accessed by the public. The advice can also be applied to your home. There is also cleaning information available:

- for [businesses and education centres](#)
- in the [cleaning frequently asked questions](#).

Cleaning is an important measure that reduces the risk of exposure to many infections, including the virus that causes COVID-19. Staying home if unwell, hand hygiene and physical distancing where possible and practical are equally important measures.

COVID-19 spreads through respiratory droplets produced when an infected person coughs or sneezes. A person can acquire the virus by touching a surface or object that has the virus on it and then touching their own mouth, nose or eyes. A key way to protect against the risk of exposure to COVID-19 is appropriate cleaning and disinfecting of environmental surfaces.

General cleaning principles

A combination of cleaning and disinfection effectively removes the COVID-19 virus. Indoor and covered outdoor areas that are regularly accessed by the public must be cleaned with detergent and water at least daily to remove germs and dirt from surfaces.

For indoor areas, once cleaned, surfaces can be disinfected with hypochlorite (a bleach solution) and dried with a clean cloth after the manufacturer's recommended dwell time.

Alternatively, use a combined detergent and disinfectant product. Keep all cleaning and disinfectant products out of the reach of children.

Gather your equipment such as cleaning and disinfecting agents, cleaning cloths and mops, and protective equipment to wear (eg, gloves) before you start cleaning.

Use a fresh damp cloth to clean surfaces and a mop for hard surface floors. Have separate cloths for general and bathroom areas. Cloths and mops can be laundered as usual with regular laundry soap and hot water (60°C to 90°C). Dispose of disinfectant wipes in a rubbish bin (do not flush down a toilet).

Always wear gloves appropriate for the products being used. Follow the product instructions from the manufacturer about the need to wear additional personal protection items (such as a mask to protect you from inhaling chemical fumes). Make sure you know how to put on and take off the equipment you wear for protection from the products you use. Perform hand hygiene after removal and disposal of protective equipment items you have worn during cleaning.

Cleaning of frequently used outdoor public spaces should focus on hard surfaces that are touched regularly, such as handrails. Rubbish bins should be emptied before they are full. Spraying disinfectants on footpaths or other outdoor areas is not an effective use of disinfectants and has not been proven to reduce the risk of COVID-19.

In this section

- **[COVID-19: Cleaning for businesses and education centres](#)**

This information outlines ongoing cleaning expectations for businesses and education centres at Alert Level 1. [Read more](#)

- **[Cleaning following a confirmed or probable case of COVID-19](#)**

Guidance on cleaning a room that has been used by a confirmed or probable COVID-19 case, including cleaning products and the personal protective equipment that may be required. [Read more](#)

- **[COVID-19: Cleaning frequently asked questions](#)**

Information about general cleaning during the COVID-19 response. [Read more](#)