

# plfc – Cleaning



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Date: 14<sup>th</sup> July 2020

Revision: 1.1

## Introduction

The scope of this document is to describe the measures being taken by plfc to make the chapel and its grounds COVID-19 Secure in regard to the public meetings being held on its premises as of 19<sup>th</sup> July 2020 and to those who work at plfc.

The term **event** is being used throughout plfc documentation to cover any meeting held at plfc. It includes, for example, Worship Services, Coffee Morning etc.

It is our understanding that the measures we take to meet COVID-19 requirements are according to event type e.g. Coffee Morning would be based on the requirements for cafes, Worship Services on the requirements for churches.

This document does not cover detailed cleaning not specific to COVID-19 as this is already in place and is largely dictated by the degree to which specific rooms are used and the activities done in them which can vary week-to-week.

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## Revision History

<b>Version</b>	<b>Date</b>	<b>Comment</b>
1.0	14 <sup>th</sup> July 2020	First release
1.1	26 <sup>th</sup> Aug 2020	Additions for re-opening of Church Night

## Cleaners

Currently a single team of 2 persons is in place to do all of the cleaning on the ground floor including all cleaning related to COVID-19. If either of them is unable, for any reason, to do the necessary cleaning, others will be co-opted to help.

## Events

The only events to be re-opened at this time are Sunday Morning Worship Service, Coffee Morning and Church Night.

As further events are re-opened this document will be reviewed and amended as necessary to maintain the necessary level of cleaning throughout the buildings.

## Exclusions

The first and second floor will not be open to members of the public and the kitchen will only be available for specific authorized use.

The toilet on the first floor will be left locked and unavailable for use at this time. Other toilets will be opened for events, but all but one (the disabled uni-sex toilet) will be locked outside of toilet times except when being cleaned.

## Cleaning prior to re-opening plfc after lockdown

Before the buildings re-open for public use the following procedures will be adopted:

- 1 All water taps and the shower will be run for a period of 5 minutes to ensure any stale water is removed. The hot water boiler and kettle in the kitchen have been used during lockdown and so do not need any special treatment.
- 2 All toilets that have not been regularly used will be flushed three times.
- 3 All of the ground floor in both buildings will be thoroughly cleaned.

## Cleaning before every event

The Supervisors for the event will wipe down all accessible door handles and light switches on the ground floor, on all routes and areas to be used excluding any area that has been cleansed for 72 hours, as well as the telephone dialer and handset in the foyer.

## Cleaning after every event

Cleaning after events where there has been no known exposure to anyone with COVID-19 symptoms will currently be limited to removal of rubbish, wiping down of table tops after Coffee Morning and vacuuming where necessary, since there is a period of 72 hours between events using the same rooms other than the kitchen, disabled toilet, and corridors.

All cleaning will be done with standard cleaning products as recommended.

When further events are re-opened this procedure will change according to the time interval between each event.

If there is a known exposure to someone with COVID-19 symptoms we will lock the buildings for 72 hours and then proceed with a regular clean as above to be carried out by persons NOT required to self-isolate as a result of the exposure and who are not in a vulnerable category. All events will be suspended for the period of self-isolation designated due to the possible exposure e.g. 14 days.

### **Cleaning of any bodily fluids or other biohazard**

Such cleaning will be done immediately upon discovery of the material by the person responsible for the removal of potentially contaminated wastes using one of the kits provided.

Surrounding area will also be cleaned as appropriate using recommended cleaning materials.

### **Removal of potentially contaminated materials**

One designated person is responsible for collecting in a plastic bag all used face masks after every event, and taking them away, washing them according to CDC\* recommendations, drying them and bringing them back in time for the next event.

The same person will also be responsible for doing the same with any used kitchen tea towel immediately after each event.

### **Cleaning of toilets before every event**

Only the ground floor disabled toilet will need cleaning (see Cleaning of toilets after event). The disabled toilet will have all hard surfaces wiped down with a disposable wipe. The toilet will be flushed.

### **Cleaning of toilets after every event**

After each event toilets that were unlocked for the event will be checked, all hard surfaces wiped down and the toilet flushed. Toilet cleaner will be used as required, supplies replenished, and the toilet locked (except in the case of the Ground Floor disabled loo) until needed for the next event (currently  $\geq$  72 hours).

The person doing the toilet cleaning will be provided with a disposable apron, gloves and a full face visor (if needed).

### **Cleaning of food related items**

See plfc – Food and Drink document.

CDC\* - Centers for Disease Control and Prevention (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>)