**Church Sanitation Sacred Safety Checklist**

* Church spaces need to be properly cleaned and disinfected in order to minimize the risk for cross contamination of the COVID-19 virus. This requires that any potentially contaminated surfaces are cleaned on a regular basis and disinfected between uses using an EPA recommended disinfectant product.
* In order to re-open, the church will need to have a cleaning and disinfecting plan, necessary supplies, and enough staff/volunteers available to clean and disinfect, per the required schedule. Following a proper cleaning and disinfecting regiment, along with social distancing, are the most important steps parishes can take to protecting parishioners and staff from exposure to the COVID-19 virus.
* All areas used ***MUST*** be disinfected after any mass, sacrament or gathering within the church. This is done to ensure the safety of all parishioners, volunteers, and clergy.
* There are different types of cleaners that can be used to disinfect surfaces that adhere to the CDC guidelines - visit the CDC website for additional guidance.

**(https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)**

* Disinfecting surfaces ***DOES NOT*** take the place of standard cleaning activities. Disinfecting is in addition to the standard cleaning schedule. Cleaning activities should be conducted on a regular interval to ensure that the church is welcoming and clean.
* It is recommended that parishes maintain a 30-60-day supply of products to deal with continued supply chain disruptions.

**Disinfecting Guidelines:**

* Cleaning personnel should use masks and gloves when cleaning or disinfecting;
* Limiting access to portions of the church will reduce movement and reduce the cleaning and disinfecting efforts required.
* Daily occupied spaces should be cleaned daily using a surface-appropriate cleaner, or at a minimum basic soap and water. All hard surfaces should be wiped down, focusing on occupied areas. Unused spaces should be cleaned on a semi-regular basis, as needed. 22
* High-touch hard surfaces should be disinfected after every use. Areas not in use do not need to be disinfected on as regular basis:
* Pews need to be wiped down after every use, including seats, the tops and backs of the pews in front of seated areas and kneelers--anywhere a parishioner would typically touch needs to be disinfected after each use.
* Any materials used by the pastoral staff as part of a liturgical service need to be cleaned and disinfected after every use.
* Bathrooms (sink handles/door handles/etc.) and offertory receptacles need to be disinfected after every service.
* Door handles, light switches, and tabletops should be wiped down frequently.
* Disinfecting solutions need to remain on applied surfaces for the time period prescribed by the manufacturer before being wiped off.
* All cleaning materials, like rags and sponges must be washed every night in hot water and dried on high heat.

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| **Meeting Area(s) Used**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | MONDAY  \_\_\_\_\_\_\_ | TUESDAY  \_\_\_\_\_\_\_ | WEDNESDAY  \_\_\_\_\_\_\_\_\_ | THURSDAY  \_\_\_\_\_\_\_\_\_ | FRIDAY/SATURDAY  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Sanctuary  Pews  Doorknobs/light switches  Touch Areas  Altar  Railings  Lecturns / Microphones  Doorways |  |  |  |  |  |
| Restrooms  Ladies  Mens  Rev. Bobbie’s restroom  Doorknobs/light switches  Touch areas |  |  |  |  |  |
| Main Entrance/Narthex  Doors/ All Touch areas  Chairs  Doorknobs/light switches  (Ensure Ushers have put away mobile hand sanitizer stands) |  |  |  |  |  |
| Parish Hall  Doors/ All Touch areas  Chairs and Tables  Doorknobs/light switches |  |  |  |  |  |
| Office Area/ Count Room  Countertops  Work Surfaces/cabinets  Doorknobs/light switches  Hallways and Doorknobs  Touch areas |  |  |  |  |  |

CHURCH OF THE INCARNATION COVID-19 CLEANING ROSTER FOR EVENTS

THE VOLUNTEER SANITATION TEAM MUST EXERCISE EVERY PRECAUTION WHEN CLEANING DESIGNATED AREAS. EACH MEMBER IS ASKED TO USE CAUTION AND QUICKLY REQUEST ASSISTANCE OR ASK QUESTIONS BEFORE PERFORMING ANY CLEANING TASK, AS NEEDED. ALL PARISHIONERS MUST REFRAIN FROM ENTERING OR USING AREAS **NOT DESIGNATED** AND AREAS THAT **HAVE ALREADY BEEN PROPERLY CLEANED,** EXCEPT FOR THE RECTOR AND CHURCH STAFF. PERSONS WHO ENTER CLEANED AREAS ARE RESPONSIBLE FOR THEIR PERSONAL CLEANING ROUTINE BEFORE LEAVING THAT AREA. KINDLY SUPPORT ALL EFFORTS TO PREVENT THE SPREAD OF THE VIRUS AND THE NEED TO HAVE CLEANING TASKS UNESSARILY REPEATED.

DUE TO OUR LIMITED STAFF, WE SINCERELY APPRECIATE YOUR COOPERATION!