

Pandemic Planning:

Information for Churches and Faith-Based Organizations

Post Pandemic Clean-Up

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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.

John C. Chittom

Disclaimer

In developing this manual, Benchmark's 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

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). A novel coronavirus (nCoV) is a new strain that has not been previously identified in humans.

Coronaviruses are zoonotic, meaning they are transmitted between animals and people. Detailed investigations found that SARS-CoV was transmitted from civet cats to humans and MERS-CoV from dromedary camels to humans. Several known coronaviruses are circulating in animals that have not yet infected humans.

Common signs of infection include respiratory symptoms, fever, cough, shortness of breath and breathing difficulties. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death.

Standard recommendations to prevent infection spread include regular hand washing, covering mouth and nose when coughing and sneezing, thoroughly cooking meat and eggs. Avoid close contact with anyone showing symptoms of respiratory illness such as coughing and sneezing.

<https://www.who.int/health-topics/coronavirus>

What we, as cleaning experts, can do to help our customers is to educate them on how it can spread on surfaces.

Facts:

1. Coronavirus can live on a surface for 2 hours or up to 9 days.
2. It spread by coughing or sneezing and by droplets that land on surfaces.
3. CDC recommends that the use of Ethanol or Bleach based wipes to be used to clean surfaces.
 - a. The problem with the bleach-based wipes is having to rinse behind.

The major key with Coronavirus is the contact time that the product needs to stay on the surface. If the customer doesn't understand what the contact time is then we must educate those people on that issue. Contact time is the time allowed by the EPA that it takes for that product to chemical kill the virus on that surface.



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 perform 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 possible. This could increase the time needed to clean and disinfect a given area. Social distancing is important for all members of the organization.

There are "closed for cleaning" signs and other items that should be used to alert the public that an 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 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 inhabitants. Facial tissue should be readily available for all building inhabitants.

Hand Hygiene Program

Special thanks to essity.

This Hand Hygiene Program was provided by essity.

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www.torkusa.com

When should you wash your hands?

1

Tick the activities that should involve hand washing and explain why.



Before eating





After using the toilet

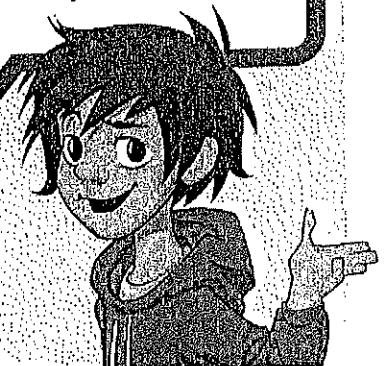




After playing outside



Think of all the activities you've done today. How many times have you washed your hands?



Are Max and his friends doing the right thing?

1. Max is playing with his dog in the garden. When his mother calls him in to dinner he realises how hungry he is and runs straight to the set table. 'Tasty', he thinks, and immediately reaches for the sandwich. Is Max doing the right thing?

Yes No



Why?

2. After playing in the schoolyard, he offered a bite of his snack to his friend. Is this the right thing to do?

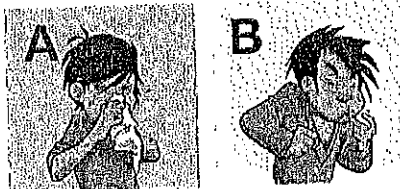
Yes No



Why?

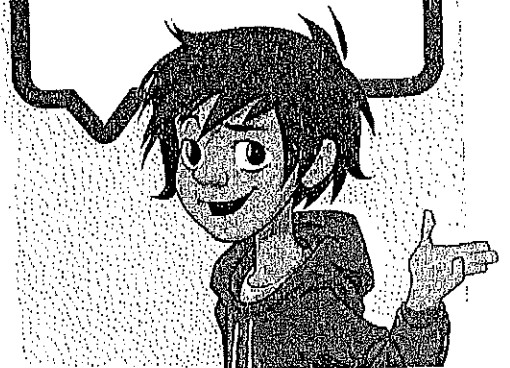
3. Which of these is the right way to sneeze?

A B



Why?

Look at the pictures and decide for yourselves!



What is good hygiene?

1. Look up the definition of hygiene using an encyclopedia, tablet, or computer. What does it say?

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2. What do you think makes good hygiene? Write down examples and explain why you think they're important.

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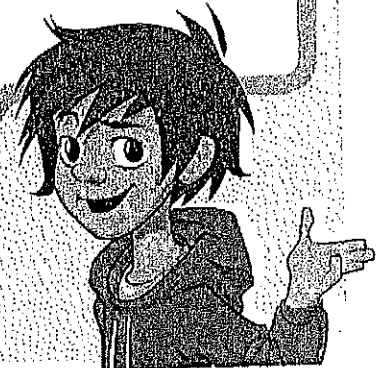
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What you'll need:
- An encyclopedia, tablet, or computer

Good hygiene means we're clean, healthy, and free from illness.



Why should you dry your hands?

4

Try the following experiment:

1. Wet your hands.
2. Now dry them so that your palms are really dry.
3. Press your palm on the sand.

What happens?

4. Wash your hands again.
5. Pat your hands, leaving them a little wet.
6. Now press your palm on the sand.

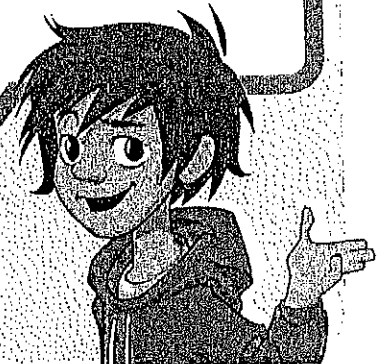
What do you notice this time?

Why should you always dry your hands well?

What you'll need:

- A shallow bowl with sand
- Water
- A paper towel

Just like the grains of sand, our hands pick up microbes when they are still wet. We should always dry our hands thoroughly.



What are microbes?

Find a classmate and carefully read through the section in your textbook titled 'Let's talk about microbes!'

Next, think of 2 questions to ask your classmate about what you've read. Swap cards with your classmate and fill in the questions they've written. Swap back once you've both completed your answers and score each other's. Be ready to share what you've written with the rest of the class!

1.

Question

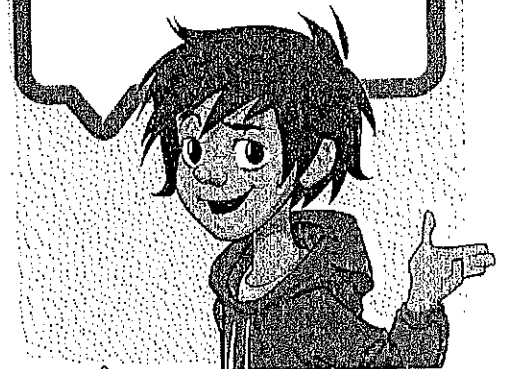
Answer

2.

Question

Answer

Let's share what we've learned about microbes!



Washing hands properly

6

Try the following experiment with your teacher:

1. Rub your hands with fluorescent lotion. Make sure you've covered every spot, including your fingertips, backs of hands, and between your fingers.
2. Hold your hands under the black light box. If they glow, it means they need to be washed and dried! Microbes could be on them!
3. Wash your hands using soap, and dry them completely.
4. Rub your hands with fluorescent lotion again, and place them under the black light box. What's changed? Are any parts of your hands still glowing? If so, you have not washed them well enough so there could still be microbes on them!

What you'll need:

- A sink near you
- Soap
- Paper towels
- Fluorescent lotion
- Black light box

Find out if you need to wash your hands, and if you wash and dry them properly, by doing this experiment.



Hand hygiene poster

7

Now you've learned all about hand hygiene and microbes, let's make a poster about them!

Work with a classmate or in a group of three to make a poster on hand hygiene. Try and include all the things you've learned about microbes and hand hygiene:

- What hand hygiene is
- Why hand washing and drying is important
- When you should wash your hands
- How to wash your hands

The posters will be used to help you and your class members to remember everything you've learned about hand hygiene!

**Remember
everything you've
learned about
hand hygiene!**

