

## Harrowby Lane Methodist Church Cleaning Guidance (as at 31/08/2020) Revised April 2021

“The government has specified in Safe Use of Places of Worship 1 that sufficient time for cleaning must be allowed and thus churches will need to plan for adequate cleaning between groups. However, if there are 72 hours between groups using the building, then cleaning for Covid-19 is not required.”

<https://www.methodist.org.uk/media/18435/cleaning-churches-during-covid-19-18820.pdf>

### 1. **ALL AREAS (plus an additional weekly clean)**

Area	Products	Frequency
Door handles	Sanitiser spray + paper/disposable cloth, or sanitiser wipe	When the building is being opened and locked up. <b>Depending on visitor numbers and usage, increase frequency appropriately during the day.</b>
Light switches	Sanitiser spray or disinfectant spray + paper/disposable cloth, or sanitiser wipes	When the building is being opened and locked up
Surfaces	Sanitiser spray or disinfectant spray + paper/disposable cloth	When the building is being opened and locked up. <b>Depending on visitor numbers and usage, increase frequency appropriately during the day.</b>
Floors Carpet	Hoover	If the room has not been used for 72hrs then not required. <b>If it has been used within 72hrs, then clean prior to use.</b> Alternatively, can be cleaned after a session and a notice left to say when it was last cleaned
Floors tiles	Sweep, Then hot soapy water if soiled. Diluted all-purpose bleach	If the room has not been used for 72hrs then not required. <b>If it has been used within 72hrs, then clean prior to use</b> Alternatively, can be cleaned after a session and a notice left to say when it was last cleaned
Technical equipment	Alcohol wipes	Before use unless not used for 72hrs. Between users

Glass where likely to be touched eg doors	Sanitiser spray, then Window cleaner products if required	If the room has not been used for 72hrs then not required. <b>If it has been used within 72hrs, then clean prior to use</b> Alternatively, can be cleaned after a session and a notice left to say when it was last cleaned
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## 2. SPECIFIC AREAS

Toilet	Products	Minimum frequency
Sink and taps	Hot soapy water, Disinfectant, or sanitiser product spray	When the building is being opened and locked up, and between users
Toilet bowl inside	Bleach toilet cleaner	When the building is being opened and locked up
Toilet bowl outside	Diluted bleach or sanitiser wipe/spray	When the building is being opened and locked up
Toilet seat	Sanitiser spray/wipe or disinfectant	When the building is being opened and locked up, and between users
Mirrors	Window spray	When the building is being opened and locked up
Hand dryer	Sanitiser or disinfectant spray/wipe	When the building is being opened and locked up
<b>Kitchen</b>		
Worktops	Hot soapy water followed by Food safe disinfectant spray OR Food safe sanitiser spray	When the building is being opened and locked up if kitchen to be used. Regularly wash down during opening hours of use

Hob	Hot soapy water Kitchen degreasing cleaner if required	Before and after use	
Sinks and taps	Hot soapy water followed by disinfectant spray OR sanitiser spray	When the building is being opened and locked up <b>if kitchen is to used</b>	
Floor	Sweep Hot soapy water if soiled Diluted all-purpose bleach	After use	
<b>Youth Room</b>			
Sink and taps	Hot soapy water followed by disinfectant spray OR sanitiser spray	When the building is being opened and locked up if room used	
Worktop and surfaces	Hot soapy water followed by disinfectant spray OR sanitiser spray	When the building is being opened and locked up if room used	
<b>Office</b>			
Desk	Disinfectant spray	When the building is being opened and locked up <b>unless the room has not been used for 72hrs then not required</b>	
Photocopier	Alcohol wipe	When the building is being opened and locked up <b>unless the room has not been used for 72hrs then not required</b>	
Chairs	Sanitiser spray/wipes for hard surfaces. Hoover soft pads	When the building is being opened and locked up <b>unless the room has not been used for 72hrs then not required</b>	
Telephone	Sanitiser wipe	When the building is being opened and locked up	
Key safe	Disinfectant or Sanitiser spray or wipes	When the building is being opened and locked up	

<b>Lift</b>			
Call buttons inside and out	sanitiser spray and paper or wipe	When the building is being opened and locked up <b>unless the room has not been used for 72hrs then not required</b>	
Mirrors	Window spray	When the building is being opened and locked up <b>unless the room has not been used for 72hrs then not required</b>	
<b>Alarm code pad</b>	Alcohol wipe	When the building is being opened up and locked up	