

Cleaning Instructions for Employees, Volunteers, Ministry Workers, Outside Groups

1. Any employee/staff or volunteer/worker of your ministry/group who is not feeling well shall be encouraged to stay at home. The ministry shall find someone to fill in for them at church until they are well.
2. It is suggested you not shake hands; use elbow bumps, smiles, etc.
3. Your work surfaces that are most likely to have touch contact, shall be wiped down before services on Sunday or no earlier than Saturday (for Sunday ministries) or before your next use (if you are a weekday group).
4. This shall preferably be done with disinfectant wipes or sprays/paper towels but in the absence of these, a dilute bleach solution can be used.
5. These surfaces include door handles (entry doors, nursery/SS doors, bathroom doors, light switches, railings)
6. Work surfaces in general usage rooms (SS room, Koeffler Hall, Lounge) shall be wiped down by the group using the room after the activities in that room have been concluded.
7. Use of the water fountain in the hallway shall be discontinued.
8. Building care staff shall check availability of cleaning supplies at least once a week. The church shall provide appropriate gloves and cleaning materials for employees/volunteers/ministry workers to do their job.
9. The supervisor/ministry leader/Council shall be made aware if the correct cleaning materials are not readily accessible.

Additional Instructions for Use of Classrooms, Lounge, Nursery, and Sanctuary

- A. Wearing a face mask is highly recommended.
- B. Use of every other row of pews will continue in order to encourage social distancing.
- C. It is suggested you not shake hands – use elbow bumps, smiles, etc.
- D. Doors to the Sanctuary shall remain open for ventilation.
- E. Musicians and audio/video persons shall wipe down surfaces and microphones after the activities have been concluded.
- F. Children going to Sunday school shall wash their hands before and after class.
- G. Cleaning guidelines will be used after use of the rooms (See Cleaning Instructions)
- H. Gloves for offering counters and individuals picking up communion cups shall be provided if they choose to wear them. They shall wash their hands for use hand sanitizer following the work.