

Brief Safety and Cleaning Protocol

Kingsford Church Building

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Introduction

This document will act as a formal guidance in any pandemic situation, such as COVID-19, as instructed by government of Australia. This whole document adopts the Safe Work Australia's cleaning guidelines

Routine cleaning is to be jointly actioned by congregations and cleaner; Follow-up on suspected & confirmed cases is to be actioned by anyone, as soon as ones become aware.

Responsibilities of IPC Leaders

IPC Leaders are the members of Sessions, COM, Loop Leaders

- Inform and communicate with team members about our cleaning protocol
- Provide assurance to team members that we can do the right thing
- Encourage team members to give assurance/confidence to church members and visitors
- Lead by organizing members' activities/delegation
- Lead by example
- Know and check where cleaning products and tools are stored. Please order more cleaning supplies if required

Responsibilities of every Church Members

Church Members are those excluding the Leaders defined above

- Read, understand, and implement our cleaning protocol
- Clean Main Hall and Kitchen before and after each gathering by cleaning with detergent spray and wiping with disinfectant wipes **before and after** each gathering
 - **Reminder**: disinfectant require sufficient contact time to be effective
 - We are adopting the Safe Work Australia Cleaning Checklist
- Know where cleaning products and tools can be obtained: i.e. know where is the location of the **Cleaning Products**
- Lead by providing assurance and confidence to church members and visitors who come on site
- Inform and communicate whenever there's an opportunity to do so to our members

Definitions Used in this Document

Terminology	Definition
Big Room	Bigger multi-purpose room on upper level with TV set
Cleaning Product Stations	The cupboard under the Kitchen's sink where detergent spray, disinfectant wipes, gloves, hand sanitizer, and cleaning products are located.
Damp Dust	A cloth that is soaked with cleaning agent but wrung out afterwards in such a way that the cloth remains damp but does not drip water.
Infrequently touched surface	A surface that is touched less often in common daily situation. For example, the surface of a cupboard door.
HEPA	High efficiency air particulate filter.
Main Hall	<p>Areas frequently used by ministry teams and congregations for the purpose of Sunday Gatherings, which includes (not limited to) the following:</p> <ul style="list-style-type: none"> ● Check-in and welcome stations ● Sound/Audio Visual desk ● Platform/Stage/Music Area ● Male, Female, and Disabled Toilets
Kitchen	Closed area behind the Main Hall which can be used to prepare and serve foods and drinks (e.g. morning tea, lunch/dinner) and to conduct any meetings (e.g. KTB). This also includes preparation area near stove, storage drawers, permanent and folding tables, facilities (e.g. stove, sink, fridge, etc.), doors, and window.
Office	The working area for ministers, administrator, and occasional limited meeting – located on upper level
Server Room	The room that housed server and network equipment, as well as church supplies. This room also act as storage room for some church equipment.
Small Room	Smaller multi-purpose room on upper level

General guidelines

The church will adopt these **2-steps process** (*Spray/Wipe Clean and Disinfect*) to maintain hygiene standard during the pandemic.

- *Cleaning* means to physically remove germs (bacteria and viruses), dirt and grime from surfaces using a detergent and water solution. A detergent is a surfactant that is designed to break up oil and grease with the use of water. Anything labelled as a detergent will work.
- *Disinfecting* means using chemicals to kill germs (bacteria and viruses) on surfaces. It's important to clean before disinfecting because dirt and grime can reduce the ability of disinfectants to kill germs. The following disinfectants are suitable for use on hard surfaces (that is, surfaces where any spilt liquid pools, and does not soak in): alcohol in a concentration of at least 70%, chlorine bleach in a concentration of 1000 parts per million, oxygen bleach, or wipes and sprays that contain quaternary ammonium compounds.

Frequently Touched Surfaces

Frequently touched surfaces that needs to be cleaned between room usages regardless how brief the visit. Please see below for the general guidance on cleaning up the frequently touched surfaces:

- Every group is responsible to clean room used with detergent spray and wiping down with disinfectant wipes **before and after** each meeting
- All rooms used by every group: door handles, tables and chairs are to be cleaned with detergent spray and wiped down with disinfectant wipes **before and after** each use by the relevant group/team.

Note:

- The authorised professional cleaner will be responsible for cleaning “Infrequently touched items” on a weekly basis
- The capacity based on “2 sqm per person” is to be 106 people in the main worship area, plus another 58 people (28+18+6+6 people) in other rooms of this building.

Main Hall Cleaning Checklist

What	Who & How	When	Done (tick the boxes)
Welcoming table, ipad/laptop, all door handles, and all light/power point switches.	Leaders	Before Service	
	<i>with Detergent & Disinfecting Wipes</i>	After Service	
Alcohol-based hand sanitizer dispensers (near entrance doors)	Leaders	Before Service	
	<i>with Detergent</i>	After Service	
Tables, Chairs	Everyone	Before Service	
	<i>with Detergent & Disinfecting Wipes</i>	After Service	
Pulpit	Leaders	Before Service	
	<i>with Detergent & Disinfecting Wipes</i>	After Service	
Computer (Keyboard, Mouse), Musical instruments	Anyone using it should sanitize hands before using equipment	Before Service	
	<i>with Detergent & Disinfecting Wipes</i>	After Service	
Kitchen appliances (toasters, kettles, pans, jaffle makers, ovens, fridges, microwaves stoves)	Anyone using it should sanitize hands before using equipment	Before Service	
	<i>with Detergent & Disinfecting Wipes</i>	After Service	
All Floor (non-slip vinyl)	Everyone	After use if visibly soiled or dirty	
	<i>with Detergent & Disinfecting Wipes</i>		
All Carpet	Everyone	After use if visibly soiled or dirty	
	<i>with Detergent & Disinfecting Wipes</i>		
Stair's handrails to upstairs rooms	Leaders	Before Service	
	<i>with Detergent & Disinfecting Wipes</i>	After Service	
Cleaning Equipment	Leaders	After use	
	<i>with Detergent & Disinfecting Wipes</i>		
Crying Room (table, chairs, TV)	Everyone	Before Service	
	<i>with Detergent & Disinfecting Wipes</i>	After Service	

Disabled, Male & Female Toilets	Everyone	After Service	
	<i>with Detergent & Disinfecting Wipes</i>		
Server Room	Anyone using it should sanitize hands before using equipment	Before Service	
	<i>with Damp dust & Detergent</i>	After Service	

Upper Floor Cleaning Checklist

What	Who & How	When	Done (tick the boxes)
Tables used for the different ministry purposes	Everyone	Before Usage	
	<i>with Detergent & Disinfecting Wipes</i>	After Usage	
Chairs	Everyone	Before Usage	
	Vacuum (HEPA)	After Usage	
	Damp dust + Detergent		
Big Room (cupboard knobs, door handle)	Leaders	Before Usage	
	<i>with Detergent & Disinfecting Wipes</i>	After Usage	
Big Room (door handle and cupboard knobs)	Anyone using it should sanitize hands before using equipment	Before Usage	
	<i>with Detergent & Disinfecting Wipes</i>	After Usage	
Office (door handle and cupboard knobs)	Leaders	Before Usage	
	<i>with Detergent & Disinfecting Wipes</i>	After Usage	
Office (computer, printer, photocopier, keyboard, mouse, and AC remote control)	Anyone using it should sanitize hands before using equipment	Before Usage	
	<i>with Detergent & Disinfecting Wipes</i>	After Usage	

Small Room (door handles and cupboard knobs)	Leaders	Before Usage	
	<i>with Detergent & Disinfecting Wipes</i>	After Usage	
Small Room (white board and AC remote control)	Anyone using it should sanitize hands before using equipment	Before Usage	
	<i>with Detergent & Disinfecting Wipes</i>	After Usage	
Carpet	Everyone	Before Usage	
	<i>Vacuum (HEPA)</i>	After Usage	
Stair handrails to upstairs rooms	Leaders	Before Usage	
	<i>with Detergent & Disinfecting Wipes</i>	After Usage	

After Wedding/Funeral Cleaning Checklist

What	How	Done (tick the boxes)
Welcoming table, ipad/laptop, all door handles, and all light/power point switches.	<i>with Detergent & Disinfecting Wipes before the event</i>	
Alcohol-based hand sanitizer dispensers near entrance doors	<i>Make sure it is available before the event</i>	
Hand soap in all Toilets	<i>Make sure it is available before the event</i>	
Entrance Door on Houston Rd (inner side of the door)	<i>with Detergent & Disinfecting Wipes</i>	
Entrance Door on Houston Lane (inner side of the door)	<i>with Detergent & Disinfecting Wipes</i>	
Chairs and Tables	<i>with Detergent & Disinfecting Wipes</i>	
Pulpit	<i>with Detergent & Disinfecting Wipes</i>	
Computer (Keyboard, Mouse), Musical instruments	<i>with Detergent & Disinfecting Wipes</i>	

Kitchen appliances (toasters, kettles, pans, jaffle makers, ovens, fridges, microwaves stoves)	<i>with Detergent & Disinfecting Wipes</i>	
All Main Hall Floor (non-slip vinyl)	<i>Mopped with disinfectant</i>	
All Carpet	<i>Vacuum (HEPA)</i>	
Stair's handrails to upstairs rooms	<i>with Detergent & Disinfecting Wipes</i>	
All railings	<i>with Detergent & Disinfecting Wipes</i>	
Crying Room (table, chairs, TV)	<i>with Detergent & Disinfecting Wipes</i>	
Kitchen Floor (non-slip vinyl)	<i>Mopped with disinfectant</i>	
Male & Female Toilets (inner side of the door, all hard surfaces, and mirrors)	<i>with Detergent & Disinfecting Wipes</i>	
Disabled Toilets (inner side of the door, all hard surfaces, and mirrors)	<i>with Detergent & Disinfecting Wipes</i>	
Server Room	<i>with Damp dust & Detergent</i>	