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Cleaning, Disinfecting & Sanitizing General Information

How to Clean and Disinfect building or classroom use at First United Methodist Church Land O Lakes (“FUMC-LOL”).

This would include Spiritual Life Center Classrooms, Offices and Common Areas, The Youth and Scout Huts, rooms in the main Sanctuary building and restrooms/bathrooms after use by a Ministry, Mission or External Group.

Cleaning and disinfecting are part of a broad approach to preventing infectious diseases in our church. To help slow the spread of influenza (flu), the first line of defense is getting vaccinated, when available. Other measures include staying home when sick, covering coughs and sneezes, and washing hands often and wear a face-covering.

A. General Information and Awareness:

Below is general information on how to slow the spread of coronaviruses specifically through cleaning and disinfecting.

1. First - Know the difference between cleaning, disinfecting, and sanitizing:

Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

Disinfecting kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

2. Clean and disinfect surfaces and objects that are touched often

Follow FUMC-LOL standard procedures for routine cleaning and disinfecting. Typically, this means daily sanitizing surfaces and objects that are touched often, such as desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phones, and toys. At times, our church may also require daily disinfecting these items. Standard procedures often call for disinfecting specific areas of the church, like bathrooms.

Immediately clean surfaces and objects that are visibly soiled. If surfaces or objects are soiled with body fluids or blood, use gloves and other standard precautions to avoid coming into contact with the fluid. Remove the spill, and then clean and disinfect the surface. Users of FUMC-LOL facilities or property must immediately contact the Facilities Manager in the event of any body fluids or blood clean-up.

3. Simply do routine cleaning and disinfecting

It is important to match cleaning and disinfecting activities to the types of germs we want to remove or kill. Most studies have shown that the flu virus can live and potentially infect a person for up to 48 hours after being deposited on a surface. However, it is not necessary to close our church to clean or disinfect every surface in the building to slow the spread of flu. Also, if students and staff are dismissed because the church is not functioning normally (e.g., no back-to-back classroom, Sanctuary or building use) it is not necessary to do extra cleaning and disinfecting.

Flu viruses are relatively fragile, so standard cleaning and disinfecting practices are sufficient to remove or kill them. Special cleaning and disinfecting processes, including wiping down walls and ceilings, frequently using room air deodorizers, and fumigating, are not necessary or recommended. These processes can irritate eyes, noses, throats, and skin; aggravate asthma; and cause other serious side effects.

4. Clean and disinfect correctly

Always follow label directions on cleaning products and disinfectants. Wash surfaces with a general household cleaner to remove germs. Rinse with water and follow with an EPA-registered disinfectant to kill germs. Read the label to make sure it states that EPA has approved the product for effectiveness against influenza A virus.

The church will provide (or supply) all approved cleaning, disinfecting, and sanitizing products for use by Ministry, Mission or External Groups. No outside products should be brought in to use to the purposes listed in these guidelines. If a required church supplied product is not available (e.g. empty container), please contact the Facilities Manager.

If a surface is not visibly dirty, you can clean it with an EPA-registered product that both cleans (removes germs) and disinfects (kills germs) instead. Be sure to read the label directions carefully, as there may be a separate procedure for using the product as a cleaner or as a disinfectant. Disinfection usually requires the product to remain on the surface for a certain period of time (e.g., letting it stand for 3 to 5 minutes).

Use disinfecting wipes on electronic items that are touched often, such as phones and computers. Pay close attention to the directions for using disinfecting wipes. It may be necessary to use more than one wipe to keep the surface wet for the stated length of contact time. Make sure that the electronics can withstand the use of liquids for cleaning and disinfecting.

5. Use products safely

Pay close attention to hazard warnings and directions on product labels. Cleaning products and disinfectants often call for the use of gloves or eye protection. For example, gloves should always be worn to protect your hands when working with bleach solutions.

Do not mix cleaners and disinfectants unless the labels indicate it is safe to do so. Combining certain products (such as chlorine bleach and ammonia cleaners) can result in serious injury or death.

We will provide required or necessary training for staff, teachers, volunteers, or others who use cleaners and disinfectants to ensure they understand and read all instruction labels and understand safe and appropriate use. FUMC-LOL Trustees or the Facilities might provide instructional materials and training, as necessary.

6. Handle waste properly

Follow our church's standard procedures for handling waste, which may include wearing gloves. We will place no-touch waste baskets where they are easy to use. Throw disposable items used to clean surfaces and items in the trash immediately after use. Avoid touching used tissues and other waste when emptying waste baskets. Wash your hands with soap and water after emptying waste baskets and touching used tissues and similar waste.

B. General Guidelines:

This guidance is intended to ensure the cleanliness and safety of our church facilities, especially during the COVID-19 pandemic.

This document provides a general framework for cleaning and disinfection practices. The framework is based on doing the following:

1. Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure.
2. Disinfection using EPA-approved disinfectants against COVID-19 can also help reduce the risk. Frequent disinfection of surfaces and objects touched by multiple people is important.
3. When EPA-approved disinfectants are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together--this can cause fumes that may be extremely dangerous to breathe in. Keep all disinfectants out of the reach of children.

A Few Important Reminders about Coronaviruses and Reducing the Risk of Exposure:

- Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects.
- Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.
- Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infection. EPA-approved disinfectants are an important part of reducing the risk of exposure to COVID-19. If disinfectants on this list are in short supply, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions).
- Store and use disinfectants in a responsible and appropriate manner according to the label. Do not mix bleach or other cleaning and disinfection products together--this can cause fumes that may be extremely dangerous to breathe in. Keep all disinfectants out of the reach of children.

- Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product. For more information, see CDC’s website on Cleaning and Disinfection for Community Facilities.
- Practice social distancing, wear facial coverings, and follow proper prevention hygiene, such as washing your hands frequently and using alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available.

C. How to clean and disinfect

Clean

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant.
- Cleaning with soap and water reduces number of germs, dirt, and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces.
 - More frequent cleaning and disinfection may be required based on level of use.
 - Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.
- High touch surfaces include:
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- Recommend use of EPA-registered household disinfectant.
Follow the instructions on the label to ensure safe and effective use of the product.
Many products recommend:
 - Keeping surface wet for a period of time (see product label).
 - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- Diluted household bleach solutions may also be used if appropriate for the surface.
 - Check the label to see if your bleach is intended for disinfection and has a sodium hypochlorite concentration of 5%–6%. Ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
 - Unexpired household bleach will be effective against coronaviruses when properly diluted. Follow manufacturer’s instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser. Leave solution on the surface for at least 3 minutes.

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of room temperature water
- OR
- 4 teaspoons bleach per quart of room temperature water
- Bleach solutions will be effective for disinfection up to 24 hours.
- Alcohol solutions with at least 70% alcohol may also be used.

D. Cleaning and disinfecting our building or facility if someone is sick

- Close off areas used by the person who is sick.
- As the church we might not necessarily need to close a building or facility if we can close off affected areas.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- Vacuum the space if needed. Use a vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
 - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - Wear disposable gloves to clean and disinfect. For soft (porous) surfaces such as carpeted floors or rugs, clean the surface with detergents or cleaners appropriate for use on these surfaces, according to the textile's label. After cleaning, disinfect with an appropriate EPA-registered disinfectant on List N: Disinfectants for use against SARS-CoV-2 [external icon](#). Soft and porous materials, like carpet, are generally not as easy to disinfect as hard and non-porous surfaces. EPA has listed a limited number of products approved for disinfection for use on soft and porous materials on List N. Follow the disinfectant manufacturer's safety instructions (such as wearing gloves and ensuring adequate ventilation), concentration level, application method and contact time. Allow sufficient drying time if vacuum is not intended for wet surfaces.
 - Temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units.
 - Do NOT deactivate central HVAC systems. These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve.
 - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been appropriately disinfected, it can be opened for use.
 - Individuals without close contact with the person who is sick should be considered okay and no other action or precautions are required.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.

- Continue routine cleaning and disinfection. This includes everyday practices that our church normally uses to maintain a healthy environment.

E. Cleaning and disinfecting outdoor areas

- Outdoor areas, like playgrounds generally require normal routine cleaning, but do not require disinfection.
 - Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
 - High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
 - Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
- Sidewalks and roads should not be disinfected.
 - Spread of COVID-19 from these surfaces is low and disinfection is not effective.

F. Specific Cleaning Instructions (*Extracted from Facilities Use Contract*)

1. CLEANING AND SANITIZING TO BE DONE BY PROFESSIONAL CLEANING CREW

Restrooms

- Sweep and wet mop or scrub the floor with a cleanser-disinfectant. Surfaces shall be dry and the corners clean.
- Clean, sanitize and polish all surfaces of fixtures, including toilets, urinals, washbasins, and commodes.
- All plumbing fixtures and bright work shall be wiped clean.
- Clean and polish all mirrors and glass to remove all stains, streaks, and smudges.
- Wipe clean all dispensers and replenish as necessary, including liquid hand soap, paper towels, and toilet paper where provided.
- Empty trash cans and replace liners.
- Damp-mop all floors.
- Disinfect the full surface areas of all restroom, doors, windows, countertops, window frames, sills, vents, and waste receptacles, mirrors, and glass, etc.

Sanctuary and Nursery

- Empty wastebaskets and remove trash to the designated disposal area.
- Replace plastic liners, as necessary.
- Clean and polish wood surfaces within the Worship Room
- Clean the windowsills.
- Sweep and/or vacuum and mop all floor areas
- Sweep Exterior Entrance Areas
- Clean all lobby surfaces
- Clean and sanitize all counters, tables, chairs, sinks, other hard surfaces.

- Report items in need of repair, e.g., inoperative lights, broken doors, leaking sinks, urinals, commodes, broken fixtures, etc.
- Thoroughly vacuum full surface areas of all entrance rugs and floorings

Spiritual Life Center

- Empty wastebaskets and remove trash to the designated disposal area.
- Replace plastic liners, as necessary.
- Clean the windowsills.
- Sweep and/or vacuum and mop all floor areas
- Sweep Exterior Entrance Areas
- Clean and sanitize all counters, tables, chairs, sinks, other hard surfaces.
- Report items in need of repair, e.g., inoperative lights, broken doors, leaking sinks, urinals, commodes, broken fixtures, etc.
- Thoroughly vacuum full surface areas of all entrance rugs and floorings

2. SANITIZING PROCEDURES BY FACILITY GROUP USER/AND OR FACILITIES MANAGER

The Facility User group leader, and/or Facilities Manager, will be responsible for cleaning and sanitizing the room/area that they use after each use. Cleaning and sanitizing will be done by adults to ensure proper procedures are adhered to.

After everyone except the person doing the cleaning has left the room, all surfaces shall be cleaned of visible dirt. Tables, counters, cabinet handles and doors, door handles, light switches, thermostats, and any other surfaces that were used or touched.

3. CLEANING TO BE DONE BY GROUP LEADER

All, tables, counters, cabinet handles and doors, and door handles should be cleaned of visible dirt, with soap and water by the group leader. Sinks are located in rooms 101 and 108. Wear gloves and face mask when cleaning. Using water and dish soap, in bucket, clean all surfaces of visible dirt. When finished, clean bucket and return to room, put used paper towels in trash can. A bucket with paper towels, Lysol spray, dish soap, disinfecting wipes, and gloves can be found in each room.

4. SANITIZING TO BE DONE BY CHURCH STAFF

Training may be required for sanitizing.

Inspect all surfaces for cleanliness, if not clean, clean according to above procedure before sanitizing.

Wearing gloves, mask, and eye protection, use “Diamond Disinfectant 1000” in pump-up sprayer provided. Do not use on electronics. Spray all surfaces to be sanitized, leave surfaces wet, do not dry surfaces. Surfaces must remain wet for ten minutes. Sanitize any electronics using sanitizing wipes. Wipe all contact surfaces and leave wet. Surfaces must remain wet for 4 minutes.