

# Disinfecting

Job Aid

(Target Group: Cleaning Staff)

ARCHDIOCESE OF CHICAGO



In conjunction with:

Diocese of Rockford

Diocese of Joliet

Diocese of Peoria

Diocese of Springfield

Diocese of Belleville



Please check with your local Diocese for any changes to this document

# Step by Step

## Disinfecting

---

### General Notes:

- Parish spaces need to be properly cleaned and disinfected in order to minimize the risk for cross contamination of the COVID-19 virus. This requires that any potentially contaminated surfaces are cleaned on a regular basis and disinfected between uses using an EPA recommended disinfectant product.
- In order to re-open, parishes will need to have a cleaning and disinfecting plan, necessary supplies, and sufficient staff/volunteers available to clean and disinfect daily, per the required schedule. Following a proper cleaning and disinfecting regiment, along with social distancing, are the most important steps parishes can take to protecting parishioners and staff from exposure to the COVID-19 virus.
- Each parish received a Starter Kit with a limited supply of most of the above-mentioned items, along with instructions on how to re-order supplies. Parishes are responsible for securing supplies on a going-forward basis.
- This Job Aid represents the procedures for disinfecting all surfaces within the sanctuary, vestibule and common areas including pews and seating.
- All areas used **MUST** be disinfected after any mass, sacrament or gathering within the church. This is done to ensure the safety of all parishioners, volunteers, and clergy.
- There are different types of cleaners that can be used to disinfect surfaces that adhere to the CDC guidelines. If you have questions regarding cleaning products, please visit the CDC website for additional guidance. (<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>)
- A diluted bleach has been chosen because bleach is the most available disinfectant at this time. Bleach solutions are an effective disinfectant and are more readily available and are generally less expensive to make. However, bleach can be damaging to surfaces and is, therefore, an interim solution.
- Parishes may refer to CDC guidelines for disinfecting options and may select other approved disinfectants subject to availability. For sake of consistency, this guideline will only refer to a bleach solution.
- Disinfecting surfaces **DOES NOT** take the place of standard cleaning activities. Disinfecting is in addition to the standard cleaning schedule. Cleaning activities should be conducted on a regular interval to ensure that the church is welcoming and clean.
- Parishes are encouraged to continue on a daily basis to source cleaning and disinfecting supplies from local and on-line vendors. It is recommended that parishes maintain a 30-60 day supply of these products to deal with continued supply chain disruptions.

## Supplies Needed:

- Bleach
- Spray bottle(s)
- Cloth towels(s)
- Bucket (used for mixing solution).
- 2 gallons of water
- Measuring cup
- Long spoon or stick to mix solution
- Funnel
- Disposable Gloves (after each use they should be discarded)
- Mask or face covering
- Safety glasses

## General Directions and Precautions:

- It is important to follow manufacturer's instructions on all cleaning and disinfecting products.
- Ensure that windows are open in areas that are being cleaned.
- It is particularly important to leave the disinfecting solutions on any surface for the prescribed period of time before wiping off. Disinfecting solutions should be wiped off with plain water after each application. A clean damp rag is sufficient.
- Disinfecting solutions can be applied with a spray bottle or wiped on using a bucket and rags/sponges.
- Bleach solutions should never be mixed with other cleaning solutions as poisonous gas could result. This is particularly true of ammonia-based cleaners.
- Bleach solutions are caustic and will degrade wood finishes, stone (including marble) and metal finishes over time; bleach solutions will also bleach colorfast fabrics, so caution must be exercised when using these solutions.
- Alcohol based disinfectants will degrade wood finishes over time; they are more appropriate for stone and metal surfaces.
- Spaces that have not been occupied for a period of at least 7 days do not require any additional disinfecting prior to use. However, all spaces should be thoroughly cleaned using the parish's established cleaning protocols. All hard surfaces should be wiped down using a surface-appropriate cleaning solution in preparation for future disinfecting.

## Disinfecting Guidelines:

- Cleaning personnel should use masks and gloves when cleaning or disinfecting; reusable kitchen-type rubber gloves are sufficient, as are disposable gloves.
- Limiting access to portions of the parish campus and within specific buildings will reduce movement and also reduce the cleaning and disinfecting efforts required.
- Daily occupied spaces should be cleaned on a daily basis using a surface-appropriate cleaner, or at a minimum basic soap and water. Floors should be mopped and all hard surfaces should be wiped down, focusing on occupied areas. Unused spaces should be cleaned on a semi-regular basis, as needed.
- High-touch hard surfaces should be disinfected after every use. Areas not in use do not need to be disinfected on as regular basis:
- Pews need to be wiped down after every use, including seats, the tops and backs of the pews in front of seated areas and kneelers--anywhere a parishioner would typically touch needs to be disinfected after each use.
- Any materials used by the pastoral staff as part of a liturgical service need to be cleaned and disinfected after every use.
- Bathrooms (sink handles/door handles/etc.) and offertory receptacles need to be disinfected after every service.
- Door handles, light switches, and tabletops should be wiped down frequently.
- Disinfecting solutions need to remain on applied surfaces for the time period prescribed by the manufacturer before being wiped off.
- Cleaning solutions should be used once and discarded; disinfecting solutions should be changed out every day because over time they will cease being effective as a disinfectant.
- All cleaning materials, like rags and sponges must be washed every night in hot water and dried on the highest heat setting.

## In the Event of an Infection:

In the event that after a rite or event it becomes known that a space was occupied by an infected individual, additional disinfecting considerations are:

- The affected area should be left vacant for a period of 24 hours prior to cleaning and disinfecting.
- Windows should be opened to increase air circulation.
- Cleaning personnel should wear masks and gloves when cleaning.
- All hard surfaces should be thoroughly cleaned and then disinfected as noted above.
- Additional disinfecting services, such as the use of electrostatic sprayers to apply disinfectant solutions, can provide an additional level of protection, but are not deemed necessary at this time. Wiping down exposed surfaces with a recommended disinfecting solution is sufficient.

# Disinfecting Solution

## TASK #1

### Creating Disinfecting Solution

**Step 1:** In a well-ventilated space on a table or tiled floor, place the Bleach, bucket filled with a gallon of water, measuring cup and spray bottles.

**Step 2:** Put on your gloves and mask and safety glasses prior to mixing any solution.

**Step 3:** Carefully pour 1/3 cup of bleach into the measuring cup and then pour it directly into the bucket of water.

*Note: Be careful to not spill any bleach or breathe the bleach in directly. If there are any spills, immediately clean the area with a clean wet towel.*

**Step 4:** Take long spoon and carefully mix the solution

*Note: Be careful to not splash the solution while you are mixing. If there are any spills, immediately clean the area with a clean wet towel.*

**Step 5:** Place the long spoon on the table.

**Step 6:** Remove the spray bottle top and place the funnel into the top of the spray bottle opening.

**Step 7:** Carefully pour the solution from the bucket into the funnel until the spray bottle is nearly full.

*Note: Be careful to not splash the solution while you are pouring. If there are any spills, immediately clean the area with a clean wet towel.*

**Step 8:** Remove the funnel and re-attach the spray bottle top.

*Note: Be sure to mark the spray bottle clearly to identify it as a disinfecting agent.*

**Step 9:** Continue to fill additional spray bottles repeating steps 6 through 8 until all the bottles are filled and marked clearly to identify them as a cleaning agent.

**Step 10:** Rinse the bucket, long spoon and funnel using fresh water to remove any bleach water residue

*Note: It is strongly recommended that the supplies are only used for the purpose of mixing a solution.*

**Step 11:** Fill additional bottles with clean water from a tap.

*Note: Clearly mark the bottle as fresh water*

# Disinfecting the Sanctuary

## TASK #1

### Cleaning the Pew and Kneeler

**Step 1:** Put on your gloves, mask or face covering and safety glasses.

*Note: Cleaners MUST wear gloves and mask at all times while disinfecting.*

**Step 2:** Using the disinfectant spray, spray the entire Pew. This includes the back, seat, arm rests and legs of all areas that may or may not have had anyone sitting.

**Step 3:** Using a dry clean cloth, wipe down all areas of the Pew that were sprayed.

**Step 4:** Spray the underside of the Kneeler. This includes all of the legs and underside of the padding.

**Step 5:** Using the same cloth, wipe down all areas of the Kneeler that were sprayed

**Step 6:** Using the same cloth, pull down the Kneeler to the open position.

**Step 7:** Using the disinfectant spray, spray the top and the sides of the Kneeler.

**Step 8:** Using the same cloth, wipe down all areas of the Kneeler that were sprayed.

**Step 9:** Repeat steps 2 through 8 until all the Pews and Kneelers have been disinfected with the disinfectant spray

*Note: All Pews and Kneelers need to be cleaned after any service or sacrament.*

**Step 10:** Place the disinfectant spray and dirty cloth away in a designated area away from the public.

*Note: The Pews and Kneelers should be dry before continuing to the next steps.*

**Step 11:** Using the Water Spray, spray the entire Pew as you did during Step 2.

*Note: This is being done to limit the bleach residue and any potential damage to the finish.*

**Step 12:** Using a dry clean cloth, wipe down all areas of the Pew that were sprayed.

**Step 13:** Spray the top of the Kneeler with the Water Spray.

**Step 14:** Using the same cloth, push the kneeler to the closed position.

**Step 15:** Spray the underside of the kneeler. This includes all of the legs and underside of the padding.

**Step 16:** Using the same cloth, wipe down all areas of the kneeler that were sprayed.

**Step 17:** Repeat steps 11 through 16 until all the Pews and kneelers have been cleaned with the Water Spray.

**Step 18:** Place the water spray and dirty cloth away in a designated area away from the public.

## TASK #2

### Disinfecting Doors and Kickplates

**Step 1:** Put on your gloves, mask or face covering and safety glasses.

*Note: Cleaners MUST wear gloves and mask at all times while disinfecting.*

**Step 2:** Using the disinfectant spray, spray the door, door handles, windows and kickplates on the both sides of the doors entering and exiting the Sanctuary.

**Step 3:** Using a dry clean cloth, wipe down all areas of the Sanctuary door that were sprayed.

**Step 4:** Repeat steps 2 through 3 until all the doors (entry and exit) have been disinfected with the disinfectant spray

*Note: All doors need to be cleaned after any service or sacrament.*

**Step 5:** Place the disinfectant spray and dirty cloth away in a designated area away from the public.

*Note: The doors should be dry before continuing to the next steps.*

**Step 6:** Using the Water Spray, spray the entire door as you did during Step 2.

*Note: This is being done to limit the bleach residue and any potential damage to the finish.*

**Step 7:** Using a dry clean cloth, wipe down all areas of the door that were sprayed.

**Step 8:** Repeat steps 6 through 7 until all the doors (entry and exit) have been cleaned with the Water Spray.

**Step 9:** Place the water spray and dirty cloth away in a designated area away from the public.

### TASK #3

#### Disinfecting Ritual books and Lecterns

**Step 1:** Put on your gloves, mask or face covering and safety glasses

*Note: Cleaners MUST wear gloves and mask at all times while disinfecting.*

**Step 2:** Using the disinfectant spray, spray a clean cloth until it is damp (not overly wet).

**Step 3:** Wipe down all the Ritual books and Lecterns.

**Step 4:** Repeat steps 2 through 3 until all Ritual books and Lecterns have been disinfected with the disinfectant spray

*Note: All Ritual books and Lecterns need to be cleaned after any service or sacrament if they were utilized*

**Step 5:** Place the disinfectant spray and dirty cloth away in a designated area away from the public.

*Note: The Ritual books and Lecterns should be dry before continuing to the next steps.*

**Step 6:** Using the Water Spray, spray a clean cloth until it is damp as you did during Step 2.

*Note: This is being done to limit the bleach residue and any potential damage.*

**Step 7:** Wipe down all *Ritual books and Lecterns*.

**Step 8:** Repeat steps 6 through 7 until all the doors (entry and exit) have been cleaned with the Water Spray.

**Step 9:** Place the water spray and dirty cloth away in a designated area away from the public.

# Disinfecting the Vestibule

## TASK #1

### Disinfecting Doors and Kickplates

**Step 1:** Put on your gloves, mask or face covering and safety glasses.

*Note: Cleaners MUST wear gloves and mask at all times while disinfecting.*

**Step 2:** Using the disinfectant spray, spray the door, door handles, windows and kickplates on the both sides of the doors entering and exiting the Vestibule and Church.

**Step 3:** Using a dry clean cloth, wipe down all areas of the doors that were sprayed.

**Step 4:** Repeat steps 2 through 3 until all the doors (entry and exit) have been disinfected with the disinfectant spray

*Note: All doors need to be cleaned after any service or sacrament.*

**Step 5:** Place the disinfectant spray and dirty cloth away in a designated area away from the public.

*Note: The doors should be dry before continuing to the next steps.*

**Step 6:** Using the Water Spray, spray the entire door as you did during Step 2.

*Note: This is being done to limit the bleach residue and any potential damage to the finish.*

**Step 7:** Using a dry clean cloth, wipe down all areas of the door that were sprayed.

**Step 8:** Repeat steps 6 through 7 until all the doors (entry and exit) have been cleaned with the Water Spray.

**Step 9:** Place the water spray and dirty cloth away in a designated area away from the public.

## TASK #2

### Disinfecting Common Areas

**Step 1:** Put on your gloves, mask or face covering and safety glasses

*Note: Cleaners MUST wear gloves and mask at all times while disinfecting.*

**Step 2:** Using the disinfectant spray, spray any counter tops, railings, handles, or other surfaces that parishioners may have come in contact with.

**Step 3:** Using a dry clean cloth, wipe down all surfaces that were sprayed.

**Step 4:** Repeat steps 2 through 3 until all the surfaces have been disinfected with the disinfectant spray

*Note: All surfaces need to be cleaned after any service or sacrament.*

**Step 5:** Place the disinfectant spray and dirty cloth away in a designated area away from the public.

*Note: The doors should be dry before continuing to the next steps.*

**Step 6:** Using the Water Spray, spray all of the same surfaces as you did during Step 2.

*Note: This is being done to limit the bleach residue and any potential damage to the finish.*

**Step 7:** Using a dry clean cloth, wipe down all surfaces that were sprayed.

**Step 8:** Repeat steps 6 through 7 until all the surfaces have been cleaned with the Water Spray.

**Step 9:** Place the water spray and dirty cloth away in a designated area away from the public.

# Disinfecting the Bathrooms

## TASK #1

### Disinfecting Doors and Kickplates

*Note: Disinfecting does not replace regular cleaning of the facilities.*

**Step 1:** Put on your gloves, mask or face covering and safety glasses

*Note: Cleaners MUST wear gloves and mask at all times while disinfecting.*

**Step 2:** Using the disinfectant spray, spray the door, door handles, windows and kickplates on the both sides of the doors entering and exiting the bathroom.

**Step 3:** Using a dry clean cloth, wipe down all areas of the doors that were sprayed.

**Step 4:** Repeat steps 2 through 3 until all the doors (entry and exit) have been disinfected with the disinfectant spray

*Note: All doors need to be cleaned after any service or sacrament.*

**Step 5:** Place the disinfectant spray and dirty cloth away in a designated area away from the public.

*Note: The doors should be dry before continuing to the next steps.*

**Step 6:** Using the Water Spray, spray the entire door as you did during Step 2.

*Note: This is being done to limit the bleach residue and any potential damage to the finish.*

**Step 7:** Using a dry clean cloth, wipe down all areas of the door that were sprayed.

**Step 8:** Repeat steps 6 through 7 until all the doors (entry and exit) have been cleaned with the Water Spray.

**Step 9:** Place the water spray and dirty cloth away in a designated area away from the public.

## TASK #2

### Disinfecting Bathrooms

*Note: Disinfecting does not replace regular cleaning of the facilities.*

**Step 1:** Put on your gloves, mask or face covering and safety glasses.

*Note: Cleaners MUST wear gloves and mask at all times while disinfecting.*

**Step 2:** Using the disinfectant spray, spray any counter tops, sinks, toilets, urinals, bathroom stall doors and walls, trash receptacles, toiled paper holders and any other surface within the bathrooms that parishioners may have come in contact with.

**Step 3:** Using a dry clean cloth, wipe down all surfaces that were sprayed.

**Step 4:** Repeat steps 2 through 3 until all the surfaces have been disinfected with the disinfectant spray

*Note: All surfaces need to be cleaned after any service or sacrament.*

**Step 5:** Place the disinfectant spray and dirty cloth away in a designated area away from the public.

*Note: The surfaces should be dry before continuing to the next steps.*

**Step 6:** Using the Water Spray, spray all of the same surfaces as you did during Step 2.

*Note: This is being done to limit the bleach residue and any potential damage to the finish.*

**Step 7:** Using a dry clean cloth, wipe down all surfaces that were sprayed.

**Step 8:** Repeat steps 6 through 7 until all the surfaces have been cleaned with the Water Spray.

**Step 9:** Place the water spray and dirty cloth away in a designated area away from the public.

# Checklist

## Disinfecting

---

Checklists are groups of items to be considered when executing required tasks. They present guidelines for completing a task and are commonly used to ensure consistency. The checklist items are generally presented in a logical order but are not necessarily followed in that same order. Checklists are ideal for compliance-based tasks and activities.

### Disinfecting Church After Mass or Sacrament (Cleaner):

Name: \_\_\_\_\_

TASK	Complete	DESCRIPTION
Pews Disinfected and Wiped Down	Complete <input type="checkbox"/>	
Kneelers Disinfected and Wiped Down	Complete <input type="checkbox"/>	
Sanctuary Doors Disinfected and Wiped Down	Complete <input type="checkbox"/>	
Vestibule Doors Disinfected and Wiped Down	Complete <input type="checkbox"/>	
Common Areas Disinfected and Wiped Down	Complete <input type="checkbox"/>	
Bathrooms Disinfected and Wiped Down	Complete <input type="checkbox"/>	