

Cleaning responsibilities for all who are using the Eastminster Presbyterian Church Facilities during the week.

Before and During:

Each organization is responsible for developing your own Covid-19 rules for entry and participation. A copy of these rules should be filed with the EPC Office. The rules should include details about distancing, mask usage, cleaning plans, and monitoring for illness. Any special circumstances should be noted and approved by the organizations leadership. With the exception of the custodian, the pastor using his office or registered fitness trainees using the gym, no one outside of your organization will be allowed entry unless approved by your organization's leadership. (This means that we, EPC, will do our best not to double schedule events or use the building during your time in the building.)

If you must make changes to the set up of the rooms, remember they must be returned to the state you found the in when you arrived. If you are unsure, we recommend taking a picture of the room when you arrive. Each group is responsible for their own set up and take down.

Sanctuary and all of it's equipment and furniture are off limits unless granted permission by the Session of EPC.

After your event concludes:

1. All touched surfaces must be cleaned and sprayed or wiped down with disinfectant wipes. They should be left wet, as it takes 3-10 minutes for the disinfectants to work effectively.
 - a. A touched surface could be; a light switch, on/off button of AC, backs of chairs, tables, doors, door handles/knobs, faucets, flushing lever on toilet or urinal, stall doors, toys in nursery, equipment, or cooking utensils.
 - b. Any surfaces that might touch food should only be cleaned with food safe cleaning product. Those will be labeled and in the kitchen.
2. Bathrooms must be cleaned before leaving. The CDC recommends "after each use." If you choose to enforce that recommendation, spray the seats and leave wet. Wipe down all knobs, door handles, locks, light switches, and faucets and leave these wet also. The next person in, should dry, with a paper towel anything they will use before use. This will allow the disinfectants to do their job. If you choose not to enforce the CDC recommendation, you must at the end of the day, spray or wipe down all surfaces, leaving them wet as you leave.
3. All equipment, chairs, and tables should be returned to the place you found them upon arrival.
4. All lights must be turned off.
5. Thermostats in Fellowship Hall should be returned to 78-80 degrees. In classrooms, if the AC has an econ button, they should be turned to econ. If there is no econ button but the AC has a digital readout, set the AC to 80.
6. All exterior doors must be locked before exiting.