**Health and Safety Daily Checklist Date:**

**Before Worship Cleaning** Time Initials

Disinfect/Sanitize all door handles of the church on all levels (inside and outside)

**Post Worship Cleaning**  Time Initials

**Lower Level**

Disinfect/Sanitize Desk and Counter Surfaces in Classroom Areas

Disinfect/Sanitize backs of chairs in Classrooms

Disinfect/Sanitize Wipe down all door handles in lower level of church

Disinfect/Sanitize Wipe down light switches

Lower level Bathrooms Cleaned and Sanitized

Disinfect/sanitize tables in Fellowship Hall (if used on a Sunday)

Disinfect/Sanitize backs of chairs in Fellowship Hall (if used)

Disinfect/Sanitize Computer Keyboards (if used)

Disinfect/Sanitize Countertops and sink in Kitchen (if used)

**Main Level**

Disinfect/Sanitize wipe down all outside door handles of the church

Disinfect/Sanitize Wipe down all door handles in main level of church

Disinfect/Sanitize Wipe down light switches in main level of church

Disinfect/sanitize backs of pews and chairs in balcony

Disinfect counter tops and sink in Sacristy

Disinfect/sanitize buttons in elevator

Disinfect/sanitize office counter top and front desk area, including phone

Main level Bathrooms Cleaned and Sanitized

Disinfect/sanitize counter tops and sink in Parlor kitchen

**Upper Level**

Disinfect/Sanitize Wipe down all door handles in upper level of church

Disinfect/Sanitize Wipe down light switches in upper level of church

Upper level Bathrooms Cleaned and Sanitized

Disinfect/sanitize backs of pews and chairs in balcony

Disinfect/sanitize table in Memorial room (if used)

Disinfect/sanitize table in adult class room (if used)

Disinfect/sanitize backs of chairs in adult class room (if used)

Some assorted notes

-Covid-19 lasts on cardboard for 24 hours but may last on plastic or stainless steel for 2-3 days. I could not find statistics for wood but the CDC does say that if an area is unoccupied for 1 week then it only needs routine cleaning and not aggressive sanitizing. 1/3 cup bleach can be added to 1 gallon of water to provide a 70% sanitizing solution.

-carpet only needs routine cleaning

-All surfaces need to be cleaned with soap and water prior to sanitizing.