

CLEANING AT WILLOW PARK

In accordance with the order of the Provincial Health Officer we will need to provide proper sanitation to provide safety against COVID-19.

Here are our cleaning practices:

Cleaners must practice diligent hand hygiene before entering and after leaving each room.

Cleaners must wear mask while they clean

If gloves are used, ensure a new pair is used for each room.

Proper hand hygiene must be performed after removing gloves.

Janitorial Staff will prepare all supplies for required spaces. Janitorial will provide proper cleaning supplies that are in regulation for disinfectant spray

In between services across the Willow Park Campuses:

Check in Volunteer, Usher and Host will clean and disinfect touched areas between services with a two-step process:

1. Cleaning – Wiping high touched area to remove dirt, debris or residue with a cloth soaked in soapy water
2. Disinfect – spraying disinfectant onto surface and letting the disinfectant dry to neutralize any other organisms.

Areas to clean:

- Seats
- Door handles
- Tables
- Bathroom door handles
- Bathroom tap handles
- Entrance tables
- Any other area seen touched during service

After Service across the Willow Park Campuses (except Lake Country-Rental location):

Cleaning staff will go into gathering areas and provide thorough cleaning of gathering spaces (Upper Room, Auditorium and Gym and Bathrooms at Rutland Campus; Auditorium and Bathrooms at South):

The cleaning will be done by a sanitation sprayer...if sanitation sprayer is unable to be used. The same two step process will be used as stated above. (Cleaning and Disinfect)

Areas to be clean:

- Seats
- Tables
- Stage Equipment
- Plexiglass dividers
- Doors and door knobs
- Upper Room Walls
- South Hallway Entrance into gym
- Upper room hallways
- South Gym Walls next to tables
- Bathroom Counters
- Bathroom Sinks and Taps
- Urinals
- Bathroom Stalls
- Toilet Paper Dispenser
- Paper Towel Dispenser
- Entrance Tables
- A-Frame signs
- Garbage cans to be emptied

Offices:

Willow Park Staff are required to disinfect their offices at the end of day when they are used. Janitorial Staff will provide a thorough clean on Thursday after Offices close for the weekend. Two Step Cleaning process will take place on Thursday.

Areas and Surfaces to be cleaned in offices:

- Chairs and Arms of chairs
- Desk
- Doors and door handles
- Computers
- Garbage Cans to be emptied

Office Common Areas and Office Bathrooms:

Janitorial Staff will provide a daily clean of Office common areas and Office used bathrooms: Two Step cleaning process will be used for cleaning these areas. Bathrooms could use sanitation sprayer if chosen to be used.

Areas and Surfaces to be Clean:

- Fridge
- Coffee Machine
- Counters in Office Common Area
- Photocopier
- Handles in Photocopy room
- Microwave
- Kitchen Sink Handles
- Handrail to upstairs offices
- Cupboard Handles
- Walls at hip length
- Garbage Cans to be emptied
- Bathroom Door and Handles
- Bathroom Tab Handles
- Bathroom Counter Top
- Bathroom Toilet Paper Dispenser
- Bathroom Paper Towel Dispenser

Notes for Vacuuming Carpet and Waste Management

For Carpets:

o Vacuums: Only use vacuum cleaners equipped with exhaust filters , preferably HEPA filters, for carpeted areas. Built-in vacuums are ideal. If your vacuum does not have an exhaust filter, do NOT vacuum the room .

o Steam Cleaners: Carpets can be cleaned using a steam cleaner which reaches a minimum temperature of 71°C, unless the floor coverings are not heat tolerant.

Waste Management

- Wherever possible, waste should be handled by a designated person or small, designated team.
- Staff should wear disposable gloves to remove waste from guest rooms and common areas.
- Ensure staff remove gloves and perform hand hygiene immediately after handling and disposing of waste.

- A single, sturdy, leak-resistant garbage bag is sufficient for containing waste.
- If a garbage bag is punctured or contaminated, it should be placed into a second bag.

All bags should be securely closed and immediately placed in the main disposal bin for the facility

Meeting Room Cleaning (Board Room)

Staff are required to clean meeting room after use. They will refer to checklist posted in meeting room and sanitize area that was used.

Janitorial will provide a thorough clean of the space.

Areas in designated meeting room to be clean;

- Tables
- Chairs
- Counter
- Door Knobs
- Doors
- Handrail
- TV Remote (if used)
- Fridge (if used)
- Light Switches
- Markers if used

Resources:

[BC Health COVID-19 Guidance for Faith-Based Organizations](#)

[Work Safe BC – Safety Plan](#)

[Work Safe BC – Cleaning and Disinfecting](#)

