

CUMC CLEANING TASKS AND PROCEDURES
YELLOW PHASE
5/27/2020

CUMC Facilities Staff Cleaning Procedures

- Wear disposable or reusable gloves for all tasks in the cleaning process, including handling trash.
 - Reusable gloves will be cleaned with hot soapy water between use
- Even when wearing gloves, wash your hands and gloves often with soap and warm water for 20 seconds and in between cleaning tasks.
 - Always wash immediately after removing gloves and after contact with a person who is sick.
 - When wearing disposable gloves, they need to be changed often. After using and cleaning bathrooms, handling trash, dirty laundry and moving from one room to the next room for cleaning they must be changed.
 - Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used

CUMC Facilities Staff COVID-19 Daily Cleaning Tasks (In addition to routine cleaning tasks)

- Disinfect throughout the day (Monday – Friday) - Spray with disinfectant and allow disinfectant to sit for 2 minutes prior to wiping
 - Entry and exit doors and door handles
 - Elevator control panel and handrails
 - Handrails in hallways
 - Bathrooms (Locations: UL hallway, Tiger/Panda classroom, Dolphins, Monkeys (nursery), and MPR)
 - Toilets, sinks, sink areas, toilet paper holders, paper towel dispensers/dryers, soap dispensers and doors, and door handles

Note - Disinfecting – When any surface has visible dirt and grime, the area must be cleaned with hot soapy water prior to disinfecting. Disinfecting is thoroughly wiping surface area, furniture and equipment with a clean cloth and EPA Approved Disinfectant that kills coronavirus.

**CUMC CLEANING TASKS AND PROCEDURS
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CUMC Facilities Staff LLLC Nightly Cleaning/Weekly Tasks

- Each Night (Monday – Friday)
 - Wash and dry children’s masks each night
 - Dirty masks will be placed in a plastic bag located in a hamper (labeled “soiled”) in the UL Hallway Storage Area.
 - Disinfect the dirty hamper prior to returning to LLLC area
 - Place laundered masks in the basket marked “clean” when finished
 - Detergent will be supplied by LLLC. No fabric softener or dryer sheets will be used when laundering masks
 - Notify Natasha when detergent is low (ordering takes 3 to 5 days)
- When washing clothes for use when cleaning, no fabric softener or dryer sheets will be used
- Disinfect - Spray with disinfectant and allow disinfectant to sit for 2 minutes prior to wiping
 - LLLC Classrooms
 - All surface areas to include tabletops, chairs, light switches, doors, and door handles
 - Mop tile floors with disinfectant solution
 - Vacuum carpets/carpeted areas
 - Remove trash from receptacles
 - Bathrooms (Locations: UL hallway, Tiger/Panda classroom, Dolphins, Monkeys (nursery), and MPR)
 - Toilets, sinks, sink areas, toilet paper holders, paper towel dispensers/dryers, soap dispensers and doors, and door handles
 - Remove trash from receptacles
- Each Week (Friday or Saturday)
 - MPR Floor
 - Disinfect floor using floor machine or by mopping

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CUMC Facilities Staff Cleaning Tasks After Group Classes/Meetings

- Ensure each group/class meeting area used is thoroughly disinfected the next day
 - Gather plastic bags with cleaning clothes and place in laundry area
 - Disinfect - Spray with disinfectant and allow disinfectant to sit for 2 minutes prior to wiping
 - All surface areas used
 - Wipe surface tops and sides
 - Tables and chairs (metal or plastic)
 - Wipe tabletops and sides, allow to air dry
 - Wipe seat, seat back and sides of chair and allow to air dry
 - Electronics
 - Spray clothe with disinfectant, wipe, and allow to air dry
 - Entry and exit light switches
 - Entry and exit doorknobs
 - Bathrooms
 - Toilets, sinks, sink areas, toilet paper holders, paper towel dispensers/dryers, bathroom doors, door handles and soap dispensers
 - Remove trash from receptacles

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CUMC Facilities Staff Cleaning Tasks When Possible Exposure to COVID-19 is Reported (CUMC/LLLC)

- When CUMC, LLLC employee, LLLC Parent or attender reports that someone in their household is ill:
 - CUMC Pastors will notify CUMC Facilities Staff of required cleaning of infected area(s)
 - Close area off for 24 hours, open windows/doors to provide exterior ventilation as possible. After 24 hours, thoroughly clean before room/space can reopen.
 - LLLC will report the exposure to the CUMC Pastors and request cleaning of infected area(s)
 - If the area has not been used in 7 days, routine cleaning is sufficient
- CUMC Facilities staff will:
 - Close off areas used by the person
 - Open outside doors and windows to increase air circulation in the areas
 - Disinfect
 - Common Areas, Classrooms, Hallways and Office Spaces
 - All surface areas to include desks, electronics, tabletops, chairs, light switches, doors, and door handles
 - Mop tile floors with disinfectant solution
 - Vacuum carpets/carpeted areas
 - Bathrooms
 - Toilets, sinks, sink areas, toilet paper holders, paper towel dispensers/dryers, soap dispensers and doors, and door handles
 - Mop tile floors with disinfectant solution
 - Vacuum carpets/carpeted areas
 - Remove trash from receptacles

Note - Disinfecting – When any surface has visible dirt and grime, the area must be cleaned with hot soapy water prior to disinfecting. Disinfecting is thoroughly wiping surface area, furniture and equipment with a clean cloth and EPA Approved Disinfectant that kills coronavirus.

CUMC CLEANING TASKS AND PROCEDURS
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CUMC Facilities Staff Cleaning Tasks When Confirmed COVID-19 Exposure is Reported (CUMC/LLLC)

- When a confirmed case of a CUMC, LLLC employee, LLLC Parent or attender reports a confirmed case of COVID-19
 - CUMC Pastors will notify CUMC Facilities Staff of required cleaning of infected area(s)
 - LLLC will report the confirmed case to the CUMC Pastors and request cleaning of infected area(s)
 - If the area has not been used in 7 days, routine cleaning is sufficient
- CUMC Facilities staff will:
 - Close off areas used by the person/child who was sick
 - Open outside doors and windows to increase air circulation in the areas
 - Disinfect, after 24 hours to minimize potential for exposure to respiratory droplets
 - Common Areas, Classrooms, Hallways and Office Spaces
 - All surface areas to include desks, tabletops, chairs, light switches, doors, and door handles
 - Mop tile floors with disinfectant solution
 - Vacuum carpets/carpeted areas
 - Bathrooms
 - Toilets, sinks, sink areas, toilet paper holders, paper towel dispensers/dryers, soap dispensers and doors, and door handles
 - Mop tile floors with disinfectant solution
 - Vacuum carpets/carpeted areas
 - Wash laundry
 - Remove trash from receptacles

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Group Leader/Teacher (Staff or Volunteers) Cleaning Tasks After Group/Class Meetings (to include workroom)

- CUMC Facilities Staff
 - Provide 2 spray bottles of disinfectant, two clean clothes and disposable gloves in each area scheduled for use
- Group Leader/Teacher (Staff or Volunteers)
 - Disinfect - Spray with disinfectant and allow disinfectant to sit for 2 minutes prior to wiping.
 - Surface areas
 - Wipe surface tops and sides
 - Tables and chairs (metal or plastic)
 - Wipe tabletops and sides, allow to air dry
 - Wipe seat, seat back and sides of chair and allow to air dry
 - Electronics
 - Spray clothe with disinfectant, wipe, and allow to air dry
 - Entry and exit light switches
 - Entry and exit doorknobs
 - Place clothes in plastic bag provided

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