

**Guidance and Risk Assessment compiled by:** Lee O'Neill – Property Secretary – Walkden Methodist Church

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**Review Date:** 28<sup>th</sup> January 2021

### **Introduction:**

The infection risk from coronavirus (COVID-19) following contamination of the environment decreases over time. It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.[1]

### **General Cleaning Guidance:**

- Wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.
- Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.
- If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron. See specific guidance further down.
- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning [1]
- Vacuuming of carpeted area's ideally should be left until 72 hours has passed since the room was last occupied.
- Communal areas and touch points should be cleaned on a regular bases and more frequently when the building is in use.

**Cleaning and disinfecting an area where a symptomatic or suspected symptomatic person has been:**

- Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.
- All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:
  - objects which are visibly contaminated with body fluids
  - all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells
- Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:
  - use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine  
or
  - a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants  
  
or
  - if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses
- Avoid creating splashes and spray when cleaning.
- Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

- When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.
- Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.[1]

**Waste disposal of items from an area where a symptomatic or suspected symptomatic person has been:**

- Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):
  1. Should be put in a plastic rubbish bag and tied when full.
  2. The plastic bag should then be placed in a second bin bag and tied.
  3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.
- Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.
- If the individual tests negative, this can be put in with the normal waste.
- If the individual tests positive, then store it for at least 72 hours and put in with the normal waste.[1]

**Personal Protective Equipment:**

- Frequent cleaning of touch points such as door handles, rails on backs of chairs etc. the wearing of disposable gloves is required.
- General cleaning of the building disposable gloves or washing-up gloves and disposable apron shall be worn for cleaning.
- Cleaning areas where a symptomatic or suspected symptomatic person has been, where body fluids are present, a fluid resistant face mask, goggles or face shield, disposable apron and disposable gloves or washing-up gloves shall be worn.

All used PPE will be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a suitable and secure place and marked for storage until 72 hours have passed then place in the general waste system.

[1] **COVID-19: Cleaning in non-healthcare settings** Updated 15 May 2020 <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

<b>Hazards/Risks</b> <i>Think about the areas where contact takes place</i>	<b>Persons Affected</b> <i>Think of anyone who might have contact</i>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Additional Covid-19 Controls – Reducing Risk</b> <i>Think of what changes could be made in each scenario to reduce the spread of Covid-19</i> <i>*If the building is listed, any changes need to be sensitive &amp; reversible, please contact the Conservation Officer for further guidance.</i>	<b>Action Plan</b> <i>What needs to be done and by whom?</i>
<b>Church</b> Touch points, pews etc.	Person carrying out the cleaning	2	3	H	Wear disposable or washing-up gloves and aprons for all cleaning.  The church should be left for 72 hours after its last use before general cleaning is carried out.  Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products normally used. Pay particular attention to frequently touched areas and surfaces, handrails.	Purchase PPE, appropriate cleaning products and disposable cloths.  Person/people doing the cleaning need to be informed about this risk assessment.
<b>Vacuuming carpeted areas</b>	Person carrying out the cleaning	1	3	M	Carpeted areas should be left for 72 hours before vacuuming.	Person/people doing the cleaning need to be informed about this risk assessment.
<b>Cleaning all other areas</b>					Wear disposable or washing-up gloves and aprons for all cleaning.  Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products normally used. Pay particular attention to frequently touched areas and surfaces, handrails.	

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<b>Church</b> Touch points, pews etc.	Person carrying out the cleaning	2	3	6	Wear disposable or washing-up gloves and aprons for all cleaning.  The church should be left for 72 hours after its last use before general cleaning is carried out.  Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products normally used. Pay particular attention to frequently touched areas and surfaces, handrails.	Purchase PPE, appropriate cleaning products and disposable cloths.  Person/people doing the cleaning need to be informed about this risk assessment.
<b>Vacuuming carpeted areas</b>	Person carrying out the cleaning	1	3	3	Carpeted areas should be left for 72 hours before vacuuming.	Person/people doing the cleaning need to be informed about this risk assessment.
<b>Cleaning all other areas</b>	Person carrying out the cleaning				Wear disposable or washing-up gloves and aprons for all cleaning.	Purchase PPE, appropriate cleaning products and disposable cloths and mop heads.

<b>Hazards/Risks</b> <i>Think about the areas where contact takes place</i>	<b>Persons Affected</b> <i>Think of anyone who comes in contact</i>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Additional Covid-19 Controls – Reducing Risk</b> <i>Think of which prevention strategy could be used in each scenario to reduce the spread of Covid-19</i> <i>*If the building is listed, any changes need to be sensitive &amp; reversible, please contact the Conservation Officer for further guidance.</i>	<b>Action Plan</b> <i>What needs to be done and by whom?</i>
<b>Cont. Cleaning all other areas</b>	Person carrying out the cleaning	2	3	6	It is important use a new disposable cloths and mop heads for each cleaning session and each new area being cleaned to avoid the possibility of cross infection/contamination.	Person/people doing the cleaning need to be informed about this risk assessment.
<b>Suspected contaminated areas</b> Bodily fluids etc.	Person carrying out the cleaning	3	3	6	Full PPE of; liquid replant mask, eye goggle or shield, disposable apron and gloves to be worn.  Any bodily fluids to be moped up using paper towels, area wiped down with appropriate wipes supplied. All hard surfaces within the room are to be cleaned use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants.  Avoid creating splashes	Purchase PPE, appropriate cleaning products and disposable cloths and mop heads.  Person/people doing the cleaning need to be informed about this risk assessment.

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<b>Disposal of waste from cleaning</b>	Person carrying out the cleaning and other users of the building	3	3	6	All PPE and waste from cleaning operations; disposable cloths, mop heads and used paper towels are to be double bagged and a label with date and time of when the bag(s) were tied up placed on the bag. The bag is then to be placed in the designated waste holding area which is a bin in the internal yard at rear of church for 72 hours before being moved and placed with the general waste.	Person/people doing the cleaning need to be informed about this risk assessment.  Waste bags and labels need to be provided.