

## **COVID-19 Cleaning Protocol for room use @ Bendigo Baptist Church – Junortoun Campus (Main Building & NOVO Centre), Eaglehawk Campus, Brazier Street Community House.**

Each room will be slightly different in its structure/make-up/size and room content and must be treated individually. The protocols below are to be a MINIMUM guideline for cleaning during COVID-19 restriction.

**Please use the appropriate kit for cleaning – general room/kitchen kit or bathroom kit.**

**Ensure the kit/s is returned after you have finished.**

**Please sanitise your hands before and after cleaning.**

### **General Purpose Rooms**

Sanitise & wipe all door handles inside/outside accessed & used by your event

Sanitise & wipe all benches/tables accessed & used by your event

~~Sanitise & wipe walls subject to touch e.g. hallways (up to average height of person) used as access during your event~~

~~Sanitise & wipe doors and doorframes (up to average height of person) accessed & used by your event~~

Sanitise & wipe all wood/plastic/vinyl chairs in the room used by your event. If in doubt, clean then all.

~~Wipe and steam clean couches\*~~

Sanitise & wipe bins in any room used by your event

Sanitise & wipe remote controls/ gaming controls if used during your event

Sanitise & wipe heating/ air con switches if used during your event

Sanitise & wipe all light switches used by your event

Sanitise & wipe First Aid Tubs/cabinets if accessed during your event

### **Auditorium (Use above protocols as well)**

Sanitise & wipe sound & video desks including barriers/desk boundaries used during your event

Sanitise & wipe lectern, microphones, microphone stands, video equipment etc used during your event

Sanitise & wipe all shared use keyboards/mice used during your event

### **Kitchen (Use above protocols as well)**

Sanitise & wipe the outside of all kitchen ~~drawers & cupboards~~ cupboard handles

Sanitise & wipe the kettle/ toaster /microwave/ovens used during your event

Sanitise & wipe all kitchen taps

All dishes to be put through the dish washer

Sanitise & wipe the dishwasher when dishes are finished

### **Bathrooms (Use above protocols as well)**

Sanitise & wipe all bathroom taps, toilet roll holders, soap dispensers, hand dryers

Sanitise & wipe all toilets used during your event

...cont. on next page

**Office Space specific (Use above protocols as well)**

Sanitise & wipe landline phones used during your event

Sanitise & wipe office drawers handles and cupboards potentially touched during your event

Sanitise & wipe all shared use keyboards/mice used during your event

**Cleaning product to use – VIRACLEAN**

**Gloves can be used or not** – please remember that gloved hands can still spread contaminants.

**Cleaning cloths** – blue chux style cloths to be used on all surfaces (except floors - use yellow) and placed in grey bin in main building kitchen for washing. \*\*

**Spray on surface** - Can be left 3-5 mins and then wiped off or wiped off immediately.

*\*The church has no steam cleaner. Please avoid using couches/chairs with soft covers. Chairs/couches will have to be scrubbed if not steam cleaned.*

*\*\* Still finalizing the cleaning cloths we will use.*