

**Ebenezer Bible Fellowship Church**  
**Cleaning & Disinfecting Procedure**

A) Cleaning & Disinfecting for Services

- 1) All loose papers or other articles in the seating area of the sanctuary, bathrooms and fellowship hall (when used for service overflow), will be picked up and discarded prior to the disinfecting process.
- 2) Disinfectant and cleaning
  - Sanctuary pews –
    - (i) Pew wood – per the manufacturer they have tested many items but only Clorox disinfecting wipes with no bleach are to be used on the wood surfaces (anything else will hurt the finish and expose the wood and will then void our warranty). Use the wipes by starting at the back and work your way forward hitting the side rail and the top rail (1 wipe does approximately 4-5 pews). Once finished with the wipes start at the back and use the microfiber towels only (microfiber is proven to pick up many more contaminants better than paper towels) and do the same as what you did with the wipes.
    - (ii) Pew fabric - use #40 disinfectant cleaner and spray a very light mist onto the seat cushions and backs avoiding the wood and allow to air dry.
  - Fellowship Hall – Any chairs that have spills on them will need to be cleaned by using #40 disinfectant cleaner prior to the disinfecting process. Once completed, all the chairs will be sprayed with a fine mist using the same disinfectant cleaner spray #40 and allowed to dry for 10 minutes prior to people being allowed to enter.
  - Bathrooms – All door handles, counters, sinks, faucets, partition handles, and toilet handles will be wiped using #40 disinfectant cleaner and paper towels. If there are disinfecting wipes of any brand handy, they can be used as well. Once completed, the bathroom will be sprayed with a fine mist using the same #40 disinfectant cleaner spray #40 on all touch points and toilets and allowed to dry for 10 minutes before use.
  - Nursery – Only the nursing area, changing table and sink will be accessible to use. Playroom will be roped off and toys will not be available. If during the limited seating phase, the nursery is used for those purposes noted above, all touch points will need to be lightly sprayed with a fine mist of the #40 disinfectant cleaner and allowed to air dry for 10 minutes before the next service.
- 3) Although the doors will be propped open and not used by congregants, door handles that have been used by the ushers will be wiped down using microfiber towels and the #40 disinfectant cleaner.

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- B) Cleaning & Disinfecting for Use of rooms for Bible Studies, Kinship Groups or meetings
- 1) Upon completion of the meeting, loose materials or left-over items will be either removed from the room or discarded in the trash.
  - 2) Table surfaces and the tops of the plastic chairs will be wiped down using the #40 disinfectant cleaner and paper towels which are provided in each classroom for the ministries to use. Once completed, all the chairs and tabletops will be sprayed with a fine mist using the same disinfectant cleaner spray #40 and allowed to dry for 10 minutes prior to people being allowed to enter.
    - If your spray bottle is nearly gone please take it to the closet across from the bathrooms by the BCS office hallway and place it in the tub by the sink and grab a new bottle up on the shelf and take it back to the room.
    - If you run out of paper towels in your room, please go to the same closet and grab another roll or two and take back to resupply your classroom for the next ministry.
  - 3) If your classroom has wood chairs, please leave them be and notify Kevin Kritzberger that you were in there.
- C) Cleaning & Disinfecting for Weddings & Funerals
- 1) The church will be responsible for any cleaning after funerals following the guidelines listed above and any required fees for the cleaning will be paid according to the Funeral policy.
    - Any other cleaning requirements (vacuuming, tear down of chairs/tables) will be at the direction of Kevin Kritzberger.
  - 2) For Weddings
    - Church is paid to clean – the staff will utilize the above procedures and no further action from the family will be required.
    - Family self-cleaning- should the family elect to clean themselves, the guidelines listed in this procedure will be utilized and a meeting with Kevin Kritzberger will take place in advance of the event to ensure that the cleaning procedure is understood and will be implemented.