

Version 7	Updated to reflect changes for Government's Step 4 guidance
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Following the change in Government guidance from the 19 July 2021, there is no specific requirements for cleaning, but it advised that maintaining good levels of hygiene in a building can help reduce the spread of COVID-19.

These guidelines are therefore provided to assist Managing Trustees in making decisions around cleaning plans and are written to work alongside the wider [Risk Assessment](#) for the building.

The government has provide updated guidance for cleaning from 19 July, which includes what to do if someone in the building tests positive for Covid-19, click [here](#)¹ to view the document. Equally, for more information on cleaning regimes, please refer to the HSE's guidance on [Cleaning to Reduce to the Spread of Covid-19](#).

TMCP have produced further guidance on [Covid-19 Precautions](#), including cleaning obligations, for leases and licenses.

If the building is listed, you should review Historic England's [How to Clean Historic Surfaces](#) and speak to the [Conservation Officer](#) before cleaning delicate historic items.

When re-opening the building for the first time, a deep clean for Covid-19 is not necessary but a normal clean is recommended. Please review the [Re-Opening a Building Checklist](#) for further information.

Some specific items to consider in terms of cleaning and wider hygiene matters:

Cleaning and sanitising

- i. Identify the common areas that are likely to need more regular cleaning such as reception areas, toilets, kitchens, stairs and worship areas.
- ii. Identify objects and surfaces that are touched regularly, such as door handles, light switches, bannisters, etc. and decide how frequently you clean them.

Making cleaning easier and reducing the need to clean

- i. Think about what you can do to reduce the need to clean or to make cleaning easier and more effective.
- ii. Keeping surfaces clear of objects makes it easier to clean and reduces the number of things which can become contaminated.
- iii. Put in place 'clean as you use systems' for high contact areas to keep up with cleaning requirements.

¹ In England and Wales - <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
In Scotland - https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf

- iv. You may wish to prop open doors (taking fire safety and security issues into consideration) and restrict access to certain parts of the building to reduce cleaning and aid with ventilation of fresh air.

Who will do the cleaning and when?

- i. Decide if you should agree different levels of cleaning for different areas. Deep cleaning (more thorough cleaning) in between groups using the church and then supplementary cleaning, e.g. wiping high contact surfaces when the church is in use.
- ii. Provide specific instructions (or a training session) to those doing the cleaning to ensure they know what to clean and how to make it effective. You do not need to use a specialist cleaning company necessarily, but be aware of anyone involved in cleaning who may be classed as clinically extremely vulnerable. The cleaning products used normally are sufficient for cleaning, unless a case of Covid-19 has been confirmed.
- iii. Set clear guidance on how to handle and store cleaning materials/products safely ([COSHH Guidelines](#)) and when cleaning procedures need to be followed.
- iv. Signs around the building can be a good way of letting people know what they need to do to keep it clean and sanitised.
- v. The use of fogging machines are permitted and more information can be found on HSE's [Disinfecting premises using Fog, Mist, Vapour or UV Systems](#). If a fogging machine is used, then care must be taken to seal the room so that the particles are not inhaled. As well, if a building is listed or considered to be a heritage building, the use of fogging machines is discouraged in order to prevent damage to the internal furnishings².

Good Hygiene

- i. Ensure there are handwashing facilities that provide running water, soap and drying facilities such as paper towels or hand dryers.
- ii. Provide handwashing facilities or hand sanitiser at entry/exit points. People should be able to wash their hands as they arrive and leave.
- iii. Frequently wipe down hand dryers. When using paper towels, bins should have liners and should be emptied frequently to safely dispose of waste.
- iv. Providing hand sanitiser in multiple areas in addition to washing facilities.
- v. Providing tissues throughout the building.
- vi. Use signs and posters to increase awareness of good handwashing technique – reminding those in the building to catch coughs and sneezes in tissues and to avoid touching face, eyes, nose or mouth with unclean hands. Signs can be ordered from [CPO](#) or other recommendations include:
 - a. [NHS Hand-Washing Technique](#)
 - b. [Hand-Washing Technique \(child version\)](#)
 - c. [DoH Wash Your Hands](#)
 - d. [Follow Catch it, Bin it, Kill it](#)
 - e. [Cover Coughs and Sneezes \(child version\)](#)
 - f. [Compliance with Covid-19 Guidance \(revised\)](#)

² <https://historicengland.org.uk/coronavirus/historic-places/cleaning-disinfecting-historic-surfaces/>

Use of Hand Sanitisers containing alcohol on Church Premises

Hand sanitisers with very high alcohol content could be used as intoxicants, therefore they should be kept in an accessible but safe place, particularly away from young children, as the medical effects of this could lead to hospitalisation. Managing Trustees may be concerned that the potential use of alcoholic products on Methodist premises may be in breach of Standing Orders. It is true that the consumption of alcohol in this way on Methodist premises would be a breach of SO 922. The intentions behind SO 922 when it was drafted was to reduce the harm to society through alcohol abuse. Therefore, in the context for which this product should be used i.e. as a hand sanitiser, this does not breach Standing Orders and is therefore acceptable to have on Methodist premises.