

Meldrum & Bourtie Church

Points for Consideration Prior to Reopening in Phase 3 of Covid-19

Summary

This document is compiled as a basis for discussion and aims to cover the precautions which will be necessary to be implemented in order to apply for permission to reopen Oldmeldrum Church when the Scottish Government (SG) declares it is safe to reopen places of worship.

Similar documents will be required for each building under the control of Meldrum and Bourtie Kirk Session.

The church will require to be deep cleaned and sterilized prior to reopening and a maintenance programme of cleaning thereafter will also be required.

It is important to note that there is a difference between cleaning and sterilizing, and both operations will likely be required to be carried out at least in the beginning.

There are a number of factors to be considered, such as, the area to be cleaned and the practicalities thereof, whether hard and soft surfaces are to be cleaned, how electronic equipment such as the sound desk and organ can be effectively cleaned, etc

For the purposes of this document, the church has been split into the following areas:-

1. Main Entrance Vestibule
2. Upstairs Gallery including staircase
3. Sound Desk and electronic equipment
4. Main Sanctuary downstairs
5. Organ and Sound equipment
6. Toilet
7. Rear passageway to back door
8. Staircase and Upper Organ Gallery, Kitchen and Robing Room.

Information sheets on the proposed products to be used for initial cleaning are attached with this document.

It is also proposed that access to area 8 above be limited to the Minister and Session Clerk until further notice.

It is proposed that a one way traffic system be implemented with everyone entering via the main entrance where hand sanitizer dispensers will be located and leaves the sanctuary by the back door where a further sanitizing station will be set up. Anyone requiring to leave the sanctuary to use the toilet will require to exit the church and re-enter via the main entrance.

Hand soap, paper towels will be available in the toilet.
One member of the welcoming team will act as an usher to ensure social distancing with the seating is complied with. The other welcoming member will be required to greet worshipers outside the church except in inclement weather when they should stand by the door into the sanctuary,
The welcoming team will be supplied with disposable face coverings and gloves if they do not bring their own.

A supply of disposable masks will be made available for the worshipers.

The beadle should wear a mask and gloves when setting out the church and when handing the pulpit and lectern bibles.

Bible readers should wear gloves if reading from the main lectern bible but these may be dispensed with if their own bible is being used.

The finance team will be dispensed with during the outbreak as there will be no collections. A collection plate at the church entrance will be provided for depositing FWO envelopes etc and a further collection plate will be placed by the back door for those who forgot when entering.

The plates will be emptied into a plastic bag and an appointed person will deal with the contents after the service.

The welcoming team shall keep a record of attendees so that if necessary, contact tracing can be expedited.

Cleaning Prior to Reopening by Area

As the church has been closed throughout the outbreak to date and the virus survivability time on surfaces is reported to be no longer than 3 days then it is considered that no special precautions are required during the initial cleaning apart from social distancing. – This may change dependent on SG guidance however.

The entire church will be sanitized using Ultra Low Volume Hydrogen Peroxide fogging on completion of the cleaning -See section on ULF Fogging

Area 1 - Entrance Vestibule

PPE requirement – Disposable Gloves

Equipment - Vacuum cleaner, disposable damp cloths, Vibract Multi surface cleaner trigger spray, paper towels.

All extraneous materials not required to be in the area should be removed and stored in the upstairs organ gallery.

All hard surfaces within reach should be washed or wiped down using a damp cloth and Vibract cleaner and dried with a paper towel. Special attention is to be paid to door handles and light and power switches and the notice board.

Area 2 – Upstairs Gallery including staircase

PPE requirement – Disposable Gloves

Equipment - Steam Cleaner for carpets (or carpet shampooer), Vacuum cleaner, disposable damp cloths, Vibract Multi surface cleaner trigger spray, paper towels.

All extraneous materials not required to be in the area should be removed and stored in the upstairs organ gallery.

All hard surfaces within reach apart from hard flooring should be washed or wiped down using a damp cloth and Vibract cleaner and dried with a paper towel. Special attention is to be paid to door handles and light and power switches and pews and underside of pew boards. Only a member of the IT Team should clean the sound desk

The carpet in the upstairs gallery and the staircase should be cleaned using a steam cleaner (alternatively carpet shampoo machine)

Area 3 – Sound Desk

The sound desk should be cleaned carefully by a member of the IT team, using a damp cloth, to ensure that the settings are not disturbed during the cleaning process.

Area 4 – Main Sanctuary downstairs

PPE requirement – Disposable Gloves

Equipment - Steam Cleaner (or carpet shampooer) for carpets and soft furnishings, Vacuum cleaner, disposable damp cloths, Vibract Multi surface cleaner trigger spray, paper towels.

All extraneous materials not required to be in the area should be removed and stored in the upstairs organ gallery.

All hard surfaces within reach apart from hard flooring should be washed or wiped down using a damp cloth and Vibract cleaner and dried with a paper towel. Special attention is to be paid to door handles and light and power switches and pews and underside of pew boards.

The carpet in the sanctuary should be cleaned using a steam cleaner (alternatively carpet shampoo machine), The soft furnished chairs should be cleaned using a steam cleaner.

Area 5- Organ and Sound Equipment

PPE requirement – Disposable Gloves

Equipment - Disposable damp cloths, Vibract Multi surface cleaner trigger spray, paper towels.

All hard surfaces are to be washed or wiped down using a damp cloth and Vibract cleaner and dried with a paper towel. Special attention is to be paid to keyboard and organ stops.

Area 6 – Toilet

PPE requirement – Disposable Gloves

Equipment Disposable damp cloths, Vibract Multi surface cleaner trigger spray, paper towels. Mop bucket and proprietary liquid soap solution.

All extraneous materials not required to be in the area should be removed and stored in the upstairs organ gallery.

All hard surfaces within reach apart from hard flooring should be washed or wiped down using a damp cloth and Vibract cleaner and dried with a paper towel. Special attention is to be paid to door handles and light and power switches. Floor to be mopped clean using water and proprietary liquid soap solution

Toilet and sink are to be cleaned using proprietary toilet cleanser such as CIF or similar and finally wiped with Vibract cleaner.

Area 7 – Rear Passageway to Back Door

PPE requirement – Disposable Gloves

Equipment - Steam Cleaner (or carpet shampooer) for carpets, Vacuum cleaner, disposable damp cloths, Vibract Multi surface cleaner trigger spray, paper towels.

All extraneous materials not required to be in the area should be removed and stored in the upstairs organ gallery.

All hard surfaces within reach should be washed or wiped down using a damp cloth and Vibract cleaner and dried with a paper towel. Special attention is to be paid to door handles and light and power switches

The carpet in the passage should be cleaned using a steam cleaner (alternatively carpet shampoo machine).

Area 8 – Staircase, Upper Organ Gallery, Kitchen and Robing Room

PPE requirement – Disposable Gloves

Equipment - Steam Cleaner (or carpet shampooer) for carpets, Vacuum cleaner, disposable damp cloths, Vibract Multi surface cleaner trigger spray, paper towels.

Kitchen Area Floor to be mopped clean using water and proprietary liquid soap solution.

Kitchen surfaces, equipment and switches are to be cleaned using Vibract Cleanser.

Carpet to be cleaned using steam cleaner or carpet shampooer and allowed to dry before further work.

All materials removed from other areas should be neatly stacked in the kitchen area and between the top of the stairs and the end of the storage racks (or as much as possible).

Robing room and remainder of the area should be emptied as much as possible and materials stored as above.

All hard surfaces within reach should be washed or wiped down using a damp cloth and Vibract cleaner and dried with a paper towel. Special attention is to be paid to door handles and light and power switches

On completion of the cleaning the church will then be disinfected using the hand held ULV Fogger to disinfect all areas.

Fogging Procedure

A single person team will carry out the fogging procedure although a second person is to be on site in case the person doing the fogging gets into difficulty.

PPE requirement – Disposable hooded coveralls, respirator, goggles and gloves

Equipment – VS-300 Fogging Machine, HuWaSan solution, Extension lead.

Before fogging commences, ensure that the building is clear of personnel not involved with the fogging process and that no entry warning signs are posted at front and back doors.

Ensure that the person operating the fogging machine is familiar with the equipment and aware of the methodology to be followed and properly fitted with the necessary PPE.

With the VS-300 set at level 2, to produce a dry fog, the entire floor areas of the church building are to be covered. The machine is portable and can be carried to areas so that the best coverage can be achieved.

The sequence of fogging should be as follows.

1. Upstairs Gallery and sound desk
2. Staircase and Vestibule
3. Main sanctuary, starting from rear and working to chancel area
4. South transept area
5. Toilet
6. Upstairs Organ Gallery
7. Staircase
8. Rear passage from toilet door to back door.

During fogging, the second person shall act as a warden to ensure no-one not involved with the process enters the building.

Prior to fogging commencement, the two person team shall agree the action to be taken should the person doing the fogging get into difficulty and the communication method and frequency of checks.

There shall be spare PPE for the 2nd person to wear should it become necessary for that person to enter the building. In this event the building should be entered by the back door and the first step would be to isolate the main power at the isolator by the back door before proceeding further.

Once fogging is completed, the building should be closed and locked for at least one hour to allow the mist to evaporate.

PPE should be removed and bagged and stored for 72 hours before placing in the general waste.

Ongoing Cleaning and Sterilization.

The basis of ongoing cleaning and sterilization shall be as follows, providing that no person attending services becomes a suspected Covid 19 case and has to self isolate. The above cleaning programme would be completed in full in this event.

In general, the principle of ongoing cleaning and disinfection shall be.

Before and after each services or a minimum of one per week all surfaces liable to be touched, e.g door handle, switches pew seats and pew boards, lecterns, toilet shall be sanitized using HuWaSan surface disinfectant.

Once per month, the building will be sanitized by ULV Fogging as per the procedure above.

Every three months, the building shall be cleaned as per the initial cleaning process above.



Guidance for Assisting Persons in Church

The following guidance notes are intended to assist the welcoming teams and any other personnel who go to the assistance of any person becoming unwell while in the church premises.

This guidance is particularly relevant while the Covid-19 situation is ongoing and is intended to ensure that the risk of possible exposure to the virus while assisting others is minimized.

In general, assistance should be given by the welcoming team, but other individuals may also be called upon to assist.

PPE, comprising, disposable gloves, aprons, face masks and safety glasses will be available in the entrance vestibule and these should be worn by anyone going to the assistance of anyone who becomes unwell while in church in the unlikely event that the illness could be associated with Covid-19.

The person who becomes unwell should be assisted by suitably protected personnel and, if able, be escorted to their home by the persons giving assistance.

If the ill person is unable to be escorted to their home then 999 should be phoned and medical assistance sought.

On completion of the assistance, the persons who rendered their services should remove the PPE and dispose of this in a plastic bag which should be sealed off and double bagged. This should then be retained for 72 hours before being disposed of in the regular waste collection system. Personnel, after removing the PPE should immediately wash their hands in accordance with the government guidelines and use hand sanitizer and avoid touching their face and eyes.

Any items of clothing which could have come into contact with the ill person should be laundered as soon as practicable thereafter.