

## **Standard operating procedure (SOP) for general practice of cleaning St. Mark's Church Premises in the context of coronavirus for staff/volunteers**

Maintaining high standards of hygiene would be the top most priority of the cleaning team, staff/volunteers before and after each service. The staff/volunteers would work closely with the support of the Church office and any need or negligence should be reported to the Church Re-opening strategy team straight away for the matter to be addressed.

After each Church service/event or any volunteers entering the Church, would need to follow the cleaning procedures when closing the Church and every Key holder would be expected to follow the procedures strictly for the safety of one and all.

**A 2 metre social distancing is to be maintained at all times while cleaning up the Church.**

### **Cleaning procedures for the church premises to be followed**

- Church premises to be cleaned after each activity or end of day in the Old Vicarage or each time it has been used in the below mentioned ways or as C of E guidelines indicated on its website.
- Team to make sure to check stock of essentials required for keeping the church premises clean after every activity and if depleted please let the church office know immediately.
- Handles and all touch surfaces to be cleaned by anti-bacterial spray or wipes in main areas, and toilets.
- All used toilet bins need to be emptied and the contents disposed of in a safe manner ready for waste collection after 72 hours.
- All taps, sinks and toilet seats need to be cleaned after every activity or whenever the church building is used.
- All tables and chairs to be cleaned after use.
- Event manager of the day to ensure all the work mentioned above is carried out to an acceptable standard before they leave the Church premises.

**Guidelines to follow will be as recommended by the C of E/Government.**