

**Desert Chapel United Methodist Church**  
**Policies for COVID-19**  
**Approved 10/3/2020**

## **People**

All people on property will be

1. Required to wear a mask whenever there is more than 1 person in a space
2. Required to wear a mask and gloves when preparing and serving food for the community feast
3. Required to either wash or sanitize hands upon entering a space.
4. Expected to maintain social distancing of at least 6 feet wherever possible

We do not have daycare or preschool on the property.

## **Office**

The Church office will remain closed for business until given the green light to reopen.

## **Daily Cleaning**

In addition to the established cleaning for the space:

- Custodian wipes down counter and desk surfaces with RTP Disinfecting Cleaner\* before 8am each day
- Hand sanitizer is on the counter just inside the door for immediate use.
- The Office computer will be cleaned before and after use by those who use it.
- The Oasis computer will be cleaned before and after use by those who use it.
- Door touch pads, knobs, etc., are cleaned daily by the custodian using New Sanitizer.

## **Restrooms**

In addition to the regular restroom cleaning

- Custodian will use RTP Disinfecting Cleaner or bleach to clean the push/pull on the doors at the beginning of each day
- Custodian will use RTP Disinfecting Cleaner or bleach to clean the locks on the stall doors at the beginning of each day
- Custodian will use RTP Disinfecting Cleaner or bleach to clean the doorknobs on the exterior restrooms and those off the choir room at the beginning of each day
- Hand sanitizer will be available in each restroom

## **Classrooms, Nursery**

Due to the seasonal nature of the church, we do not typically hold Sunday school until school starts (for children & youth), and until October (adults).

### Classrooms 1 & 2 ~ adult Sunday school

These rooms are primarily used by 12 step-groups. They have been cleaned and sanitized, using antibacterial wipes on tables, chairs, door knobs, and thermostat.

- Because the church policy is that people wear masks if there is more than one person in a space, the outside use groups will be informed of the church mask and distance policy and encouraged to follow suit. We acknowledge (internally) that we have no way to enforce this.
- Each group will be required to sign an addendum to their lease stating the expectations for sanitizing and distancing, etc.
- Each group will be required to sign an Assumption of Risk and Waiver of Liability.
- Each group will contract to clean/sanitize tables, chairs, door knobs and thermostat (lights are motion sensor) before leaving
- When rooms are used by church groups – meetings, Sunday school, etc., those using will be asked to clean/sanitize tables, chairs, doorknobs and thermostat upon exit.
- Realizing that we cannot enforce the cleaning, the church custodian will clean and sanitize each space the day after the space is used.

In each room, the church will provide:

- Hand sanitizer
- Materials for sanitizing the space (either wipes or a spray bottle and cloth)

These groups continue to be suspended until we have been approved for small group use. Prior to returning to use, the groups must sign an agreement to abide by the church's rules.

### Veteran's Center ~ Room 8

- The Veteran's Center rents one room, room 8. They hold this room exclusively, and the church does not manage cleaning or sanitizing.
- The Veteran's Center will be requested to follow the church policy regarding masks and distancing. They will be responsible to provide cleaning supplies and hand sanitizer.
- The director of the Veteran's Center will be required to sign an Assumption of Risk and Waiver of Liability

### Nursery (Room 3)

All soft toys have been removed from the nursery, and all remaining toys, furniture, doorknobs, and thermostat have been sanitized. This includes the attached bathroom, which will be sanitized weekly by the custodian, more often if this room is used other than on Sunday.

### **Woeller Hall** (*For this document, this is the south end, where the sofas and game tables are*)

All doorknobs, light switches, game equipment (pool cues, ping pong paddles, etc.) will be sanitized by use group before and after each use.

Tables and chairs will be sanitized by the custodian prior to first use following quarantine, then weekly unless use is increased.

## Sanctuary

Item	Person Responsible	Completion?
Remove hymnals, Bibles, The Faith We Sing, pencils, envelopes, prayer cards from pews	Custodian	Yes
Sanitize the pew railings and arms (wood) using New Sanitizer. Include where pastor sits	Custodian	Yes
Shampoo the pews (Rug Doctor?)	Custodian	In progress
Sanitize the hand railing along the walls using New Sanitizer	Custodian	Yes
Set out hand sanitizer stations at every entrance	Ushers	Weekly
Shampoo the carpets	Custodian	In progress
Tune the pianos in Sanctuary and Choir Room (should have been done in April)	Dave Ross, Piano Tuner	Done! (not choir room but it is not in use)
Shampoo choir chairs Can be done before Choir begins again	Custodian	
Sanitize piano case and bench ~ all surfaces touched or coughed upon.	Custodian	Yes
Sanitize pulpit with diluted bleach or New Sanitizer*	Custodian, Pastor	Yes
Sanitize Altar with diluted bleach or RTP Disinfecting Cleaner (note: we need to put the glass on top of altar cloths, this facilitates sanitizing in between services.)	Worship Team	Yes
Sanitize all door handles with diluted bleach or New Sanitizer, inside and out, before each gathering	Custodian, Ushers	Yes
Sanitize piano keys before each use ~ note: use specific product when it is available, otherwise spray rubbing alcohol on a cloth and wipe down the keys	Keyboard cleaning wipes have arrived, and Michael began using them	Yes
Clean and sanitize the altar railing using RTP Disinfecting Cleaner	Worship Team	Yes

**Audio/Visual** ~ find appropriate product that will not damage electronics

*Products Ordered from Music Arts in Mesa. They are on hand and in use*

- For microphones: Microphone Sanitizer Spray
- For Computer keyboards, piano keyboards, soundboard sliders and knobs: Logickeyboard Keyboard Cleaning Wet Cloth
- For cables and microphone stands: RTP Disinfecting Cleaner or Clorox/Lysol wipes

One person per microphone each service. Because we have many microphones, each one is being tagged with the user's name, and they will use it exclusively until we run out – then we'll have to share – but never during the same week.

Remove the pulpit microphone for the duration. (*done*)

What	Who	Complete?
Clean and sanitize the entire sound board, then redo sliders, knobs and buttons after every use	Pastor is doing initial Sound Technician	Weekly beginning 8/23/2020
Clean and sanitize every microphone after every use	Sound technician	Weekly beginning 8/23/2020
Clean and sanitize every listening assistance device after use	Sound technician	Initial done, none used as yet
Clean and sanitize the sound board cabinet using New Sanitizer	Custodian	Weekly
Clean and sanitize the computer desk using New Sanitizer	Computer Operator	Weekly beginning 8/23/2020
Clean and sanitize the computer keyboard, mouse and the power switches to the CPU and both screens, plus cables for plugging into the sound board. Clean after each use	Computer Operator	Weekly beginning 8/23/2020
Repair second wireless lav mic for liturgist to use	Pastor – technician Jon Hunsaker	In Progress
Clean and sanitize all handheld wireless microphones after each use	Sound Technician	Weekly beginning 8/23/2020
Clean and sanitize all floor boxes where microphones connect, using RTP Disinfecting Cleaner or wipes. Clean these each week they are used	Sound Technician	Initial done, being done weekly as they are used

## **Worship Protocol**

See document called “Sunday Morning Church Entrance Procedure”

Other items:

### **Communion will be celebrated monthly**

- We will use prefilled communion cups and wafers which will be presented in the trays
- Servers wearing masks will sanitize hands then don gloves as they come forward to receive the trays.
- Servers will deliver elements to the worshippers where they sit. No congregation moving
- To begin, we will have 4 servers for the whole room. When the winter residents return, we will double to 8, 4 in the front half, 4 in the back.

### **Offering**

- Offering collection containers (not brass, to facilitate cleaning) will be on stands by both west entrances. People may put in their offering before or after the service.

### **Worship Team**

The music team has been working on the “no singing in church” policy. We are also working on the no speaking in church, which will be much more difficult. But not impossible!

To date, we have decided to:

1. Decrease the amount of in-service music overall
2. Utilize recorded music where necessary
  3. Check possibility for use of instrumental soloists (trumpet, flute, other)
 

Note: the trumpet player has begun to use a mute, and stands more than 10feet from the nearest person. He will also use a mask on the bell, if a mute cannot be used.
4. The bell choir tables have been moved into the main choir loft, allowing for members to stand 6 feet apart and still play. They will wear masks when rehearsing and playing.
  - a. Bells will be sanitized after each use.

## **Fellowship Hall/Kitchen**

All tables and chairs are routinely sanitized after use using a diluted bleach solution. This practice will continue. Doorknobs, thermostats, refrigerator and freezer doors will also be sanitized after each use by the party using them.

In the kitchen, all counters and sinks, including knobs, are sanitized with a bleach solution after every use. Oven and stove knobs will likewise be sanitized after each use.

To facilitate distancing, we will remove 1/3 of the tables and set 2 chairs per table to achieve maximum distance.

Each outside use group (currently, 12-step groups) will contract to clean/sanitize tables, chairs, door knobs and thermostat (lights are motion sensor) before leaving

Realizing that we cannot enforce the cleaning by outside use groups, the church custodian will clean and sanitize each space the day after the space is used.

## **Children's Classroom**

All tables and chairs will be sanitized prior to the first use and will be sanitized following each use thereafter. Children's utensils (scissors, pencils, markers, glue, etc.) will be put into individual packages according to CDC guidelines and AJ School District plan prior to beginning children's Sunday school. They will be stored in the classroom.

**Clothing Closet** Approved on 8/11/2020 Please see attached "Approved 8-11-2020 Desert Chapel Clothes Closet COVID Procedure"

**Community Feast** Please see attached – "Approved 10-3-2020 Community Feast Procedures to Control the Covid-19 Virus"

\* RTP Disinfecting Cleaner is EPA Reg. No. 6836-152, which is on the CDC list of acceptable sanitizers. MSDS is attached, with specifics on the last page. The photo below shows the label, but it's a bit hard to read from a photo.

# RTP Ready to Perform Disinfecting Cleaner

Cleaner - Fungicide  
Mildewstat - Virucide\*- Deodorizer  
For Institutional and Industrial Use

Active Ingredients:

Octyl decyl dimethyl ammonium chloride.....	0.025%
Diocetyl dimethyl ammonium chloride .....	0.010%
Didecyl dimethyl ammonium chloride .....	0.015%
Alkyl (C <sub>14</sub> , 50%; C <sub>12</sub> , 40%; C <sub>16</sub> , 10%) dimethyl benzyl ammonium chloride.....	0.034%
Other Ingredients .....	99.916%
Total.....	100.000%

**KEEP OUT OF REACH OF CHILDREN  
CAUTION**

See right panel for Precautionary Statements

**FIRST AID**  
**IF IN EYES:** Hold eye open and rinse slowly and gently with water for 15-20 minutes. Remove contact lenses, if present, after first 5 minutes, then continue rinsing eye. Call a poison control center or doctor for treatment advice. Have the container label with you when calling a poison control center or doctor, or going for treatment.

Manufactured By:  
PDQ Manufacturing, Inc.  
201 Victory Circle, Ellijay GA 30540  
(800) 248-2401

EPA Reg. No. 6836-153-58880  
EPA Est. No. 58880-GA-1

**Net Contents:**  
1 Gallon (3.78 L)  
4487/0219/502477

Continued Directions for Use

**\*KILLS HIV-1 AND HIV-2**  
PREVIOUSLY SOLIDIFIED  
expected blood of solidified blood  
soiled with blood or body fluids  
[HIV-1] associated with AIDS  
Special Instructions for Cleaning  
Blood / Body Fluids: Personal  
protection.

Cleaning Procedure: Blot and then  
objects before application of the  
HCV. Use a 10 minute contact time.  
Material: Blood, body fluids, etc.  
infectious waste disposal.

**WATER DAMAGE RESTRICTIONS  
FOR HOME, INSTITUTIONAL  
California)**  
This product is particularly suitable  
porous and semi porous materials  
Saturate the affected material with  
Sewer Backup and Flow Control  
materials. Saturate all affected  
Carpets, Carpet Cushions and  
Strip and Paring. For more  
gross fill or heavy soil. Saturate  
materials to remain wet for 10  
Special Instructions for Cleaning  
such as homes, hotels, banks,  
Vacuum carpet thoroughly after  
Follow the cleaning procedure  
pile and protect the material  
apply a fabric protector to  
**PRECAUTIONARY STATEMENTS  
HAZARDS TO HUMANS AND  
Animals. Causes irritation  
Handling and Storage: See  
**STORAGE AND DISPOSAL**  
Do not store in unapproved  
Pesticide Storage  
Caution: Hazardous  
or immediately  
burning. Flammable**

...is "irresistible" including HIV-1, the  
...and their odors, when  
...caused by them  
...in rest rooms  
...surfaces where bacterial  
...countertops,  
...other places where bacterial  
...on a musty bedding  
...in damp  
...stains in damp  
...and disinfect finished floors.  
...this product is effective  
...Burkholderia  
...NDM-1,  
...Metallo-Beta  
...Legionella  
...Shigella dysenteriae,  
...Staphylococcus aureus -  
...Methicillin-Resistant  
...Streptococcus  
...Hepes Simplex Virus  
...Influenza A Virus  
...Vaccinia

**MILDEW CONTROL**  
...with a cloth, mop, sponge, sprayer or by  
...Wipe dry with a cloth.  
...use a coarse  
...Do not use on utensils,  
...when used on hard  
...facilities. Allow surface to  
...Wipe or allow to air dry.  
...under the film with a cloth.  
...for 10 minutes.