

All Souls Unitarian Universalist Church of Watertown, N.Y.  
**ADDENDUM TO USE OF BUILDING REQUEST FORM**

**Healthy Hygiene Practices (per current CDC Guidelines)**

***Building Users Will:***

1. Refrain from entering the building if they are sick or have had close contact with a person with COVID-19 within the previous 14 days.
2. Maintain good hand hygiene by washing hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60 percent alcohol.
3. Cover coughs and sneezes with a tissue or use the inside of their elbow. Used tissues will be thrown in a no-touch trash can and hands will be washed.
4. Wear cloth face coverings unless able to maintain a social distance of six feet. Exceptions: children younger than 2 years old, or anyone who has trouble breathing or is unconscious.
5. Refrain from sharing frequently touched objects, such as worship aids, prayer rugs, books, hymnals, bulletins, etc.
6. Refrain from physical contact such as shaking hands, hugging or kissing.
7. Refrain from sharing food or beverages (with anyone outside the user's family unit). Dispose of trash in the provided receptacle.

**Cleaning and Disinfection Plan (per current CDC Guidelines)**

***Cleaners Will:***

1. Wear disposable gloves and ensure adequate ventilation when cleaning and disinfecting. Consider eye protection for potential splash hazards.
2. Clean surfaces using soap and water to reduce number of germs, dirt and impurities, then use disinfectant to kill germs. High touch surfaces include: tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
3. For disinfection of hard surfaces, use unexpired household bleach with a sodium hypochlorite concentration of 5% to 6% and mix with water. To make a bleach solution, mix 1/3 cup bleach per gallon of room temperature water, OR 4 teaspoons bleach per quart of room temperature water. Label diluted cleaning solutions. Store and use out of the reach of children and pets.
4. For cleaning soft surfaces such as carpeted floor, rugs and drapes, use soap and water or other appropriate cleaners. Vacuum as usual. Launder items if possible using warmest appropriate water setting and dry items completely. OR, disinfect with an EPA-registered household disinfectant such as Clorox Commercial Solutions® Hydrogen Peroxide Cleaner Disinfectant (or any other disinfectant listed as acceptable by the CDC at: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19> ).

5. For clothing, towels, linens, etc., launder as usual using the warmest appropriate water setting and dry items completely. Wear disposable gloves when handling dirty laundry from a person who is sick; wash hands upon their removal. Clean and disinfect clothes hampers.
6. For electronics, such as tablets, touch screens, keyboards, etc., follow manufacturer's instructions; if none, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.
7. Routinely clean high touch surfaces outdoors that are made of plastic or metal, such as grab bars and railings. Cleaning and disinfection of wooden surfaces (picnic tables, benches) is not recommended.
8. Ensure that bottles of hand sanitizer are filled, and that at least one bottle is placed in each of the common areas, including lobby and lounges.

### **Cleaning and Disinfection Procedure if Someone Using the Facility is Sick**

#### ***Cleaners Will:***

1. Close off areas used by the person who is sick and has visited the facility within 7 days or less.
2. Open outside doors and windows to increase air circulation in the area.
3. Wait 24 hours before cleaning and disinfecting. If that is not feasible, wait as long as possible.
4. Clean and disinfect all areas used by the person who is sick.
5. Vacuum the space, if needed, using a vacuum equipped with a HEPA filter, if available. Do not vacuum until the space is vacant. Consider temporarily turning off room fans and the central HVAC system that services the room or space, to prevent any particles that escape from the vacuum from circulating throughout the facility.
6. Once area has been appropriately disinfected, it can be open for use. Workers without close contact with the sick person can return to work immediately after disinfection.
7. If it has been more than 7 days since the sick person has visited or used the facility, additional cleaning and disinfection is not necessary.

### **Other Precautions**

#### ***Church Members Tasked with the Given Responsibilities Will:***

1. Oversee installation of HEPA air filters in all heating systems.
2. Oversee proper ventilation; increase circulation of outdoor air as much as possible unless opening windows & doors pose a safety risk to children.
3. Oversee that all water systems are safe to use for drinking after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
4. Promote social distancing at services and other gatherings; provide physical guides, such as tape on floors or walkways and signs on walls, to ensure user "family units" remain six feet apart.
5. Modify the method used to receive financial contributions, with either a stationary collection box or electronic methods of collection instead of shared collection trays or baskets.

