

SANITIZING POLICY AND PROCEDURES TEACHING TOOL

INTRODUCTION:

In order to reduce the risk of contracting the COVID 19 virus, it is of utmost importance that all perceived touch surfaces are sterilized according to the requirements outlined in the public health standards. It is also important that you know the difference between cleaning and sterilization.

Cleaning removes germs, dirt, and impurities from the surfaces or objects.

Sanitizing lowers the number of germs on surfaces or objects to a safe level as judged by public health standards or requirements.

A. POLICY

Any area used by a group needs to be sanitized before the next group can use that space to reduce the chances of transmission of infection. **It is the responsibility of each Team or Rental Group to ensure that the sterilization procedure is carried out in preparation for the next Group's use.**

B. PROCEDURE

SANITIZING SOLUTION

Bleach: 1 tablespoon to 1 gallon of water (made fresh each time – solution does not keep)

Oxivir: 1 tablespoon to 1 gallon of water

Oxy-Q: Hydrogen Peroxide based 1-20 dilution with cold water or 1/3 cup per hand pump

Vanguard (Currently used at Gordon United Church as it is Canada Health Approved - DIN 02213109; Product code: 53023).

The already mixed sanitizing solution is found in one of three jugs. One jug will be in the Sanctuary, one in the CE Hall, and one in the Administrator's Office. Be sure to pump the piston on the jug to attain the internal pressure for spraying.

The rolls of towel are U450 come in a case of 12 rolls. The Vanguard and the towels are available at Transtar, #107 - 2605 Bridge St., Victoria. Ph: 250-383-2300

SANITIZING PROCEDURES

- Wear a mask to prevent breathing-in sanitizing solution.
- Wear gloves – the solution is hard on hands.
- Spray the sanitizing solution on the surface.
- Use a clean cloth to spread the solution – do not wipe dry.

C. AREAS TO BE SANITIZED

1. WASHROOMS

Any area which people touch:

- light switches and area around
- door handles and area around
- towel and soap dispensers
- taps and sinks
- counter

- door handles of cubicles and area around
- toilet seat, toilet lid, flush handle, toilet paper dispenser
- grab bar and area around

Use one cloth for the toilets and cubicles.

2. MEETING ROOMS

Any area which people touch:

- light switches and area around
- door handles and area around
- tables (top and sides)
- chairs (back, seat, and armrests)
- window openers
- stairway railings (Assembly Hall)

3. SANCTUARY

Any area which people touch:

- light switches and area around
- door handles and area around
- chairs (back, seat, and armrests)

4. HALLWAYS

Any area which people touch:

- light switches and area around
- door handles and area around
- sanitizing stations and area around
- alarm panels and area around – spray paper towel with sanitizing solution and then wipe the alarm panel so as not to short out the alarm system. DO NOT spray directly on the panel itself.
- stairway railings

5. KITCHEN - is closed until further notice

D. MASK APPLICATION (Please See Appendix F)

E. HAND-WASHING

It is required by the public health authorities that one washes their hands for **20 seconds**. The virus has a fatty component and it has been proven that after a 20 second hand wash, the fat has been broken down. You may wash your hands for 20 seconds if you are wearing gloves. (Please See Appendix E)

F. GLOVE REMOVAL (Please See Appendix G)

“Be conscientious of the elderly and their balance problems and where they may touch. Do whatever you can to keep everyone safe.”