

COVID-19 Cleaning Protocol for room use @ Bendigo Baptist Church – Eaglehawk Campus & Brazier Street Community House.

Each room will be slightly different in its structure/make-up/size and room content and must be treated individually. The protocols below are to be a MINIMUM guideline for cleaning during COVID-19 restriction.

Please use the appropriate kit for cleaning – general room/kitchen kit or bathroom kit.

Ensure the kit/s is returned to where it belongs after you have finished.

Please sanitise your hands before and after cleaning.

General Purpose Rooms

Sanitise & wipe all door handles inside/outside accessed & used by your event
Sanitise & wipe all benches/tables accessed & used by your event
Sanitise & wipe all wood/plastic/vinyl chairs in the room used by your event. If in doubt, clean then all.
Sanitise & wipe bins in any room used by your event
Sanitise & wipe remote controls/ gaming controls if used during your event
Sanitise & wipe heating/ air con switches if used during your event
Sanitise & wipe all light switches used by your event
Sanitise & wipe First Aid Tubs/cabinets if accessed during your event

Sound Desk & Stage (Use above protocols as well)

Sanitise & wipe sound & video desks including barriers/desk boundaries used during your event
Sanitise & wipe lectern, microphones, microphone stands, video equipment etc used during your event
Sanitise & wipe all keyboards/mice used during your event

Kitchen (Use above protocols as well)

Sanitise & wipe the outside of all kitchen cupboard handles
Sanitise & wipe the kettle/ toaster /microwave/ovens used during your event
Sanitise & wipe all kitchen taps
All dishes to be put through the dish washer
Sanitise & wipe the dishwasher when dishes are finished

Bathrooms (Use above protocols as well)

Sanitise & wipe all bathroom taps, toilet roll holders, soap dispensers, hand dryers
Sanitise & wipe all toilets used during your event

...cont. on next page

Office Space specific (Use above protocols as well)

Sanitise & wipe landline phones used during your event

Sanitise & wipe office drawers handles and cupboards potentially touched during your event

Sanitise & wipe all shared use keyboards/mice used during your event

COVID-19 cleaning kits can be found in the kitchen of the building you are using. Please return them when finished.

- **Blue Bucket kits** to be used for cleaning touch surfaces and cleaning up spills on floors
- **Red Bucket kits** to be used for cleaning bathrooms

Cleaning product to use – VIRACLEAN* Spray. Can be left 3-5 mins and then wiped off or wiped off immediately.

Gloves can be used or not – please remember that gloved hands can still spread contaminants. Place used, disposable gloves in the (red) landfill bins.

Cleaning cloths –

- **blue chux** cloths to be used on all touch surfaces
- **yellow chux** for floors
- **red chux** for cleaning bathrooms

ALL CHUX ARE TO BE THROWN OUT AFTER USE

Please contact the office at Junortoun (5449-3033) or Jenny (0431 459 464)
if supplies of Chux or Viraclean are getting low.

Please sanitise your hands before and after cleaning.