



WMCC Corvid Re-open Phase II

Task list for COVID Logistic in Charge (CLIC) and Hospitality Team and Facility Cleaning and Sanitizing Protocol

CLICs & hospitality team and task list

- 2-4 members of the Sunday Worship Coworker-team are designated as the COVID-Logistic-In-Charge (1-2) or **CLICs** and hospitality team (1 Greeter and 1 Usher)
- CLICs and Hospitality team should themselves observe the guidance for members
- CLICs are in charge of cleaning and sanitizing space, track the attendance
- **Specific tasks for CLIC/Hospitality team includes, but may not be limited to:**
 - ♥ *Arrive early:* 30 minutes ahead of the co-worker-team arriving time.
 - ♥ *Get space ready*, wearing face mask and disposable gloves:
 - **Get touchless entrance ready** (open doors, main entrance, sanctuary, restrooms)
 - **Clean and sanitize** the space (see the **Checklist** for details)
 - **Stage hygiene/sanitizing items** (see the **Checklist** for details)
 - ♥ *Assist AV coworker* to get AV system ready, and assist with other AV tasks during service
 - ♥ If needed, open door(s) for members
 - ♥ *Greet* members at entrance:
 - Monitor and enforce the required face-covering, social distancing
 - Check and remind them to sanitize hands
 - ♥ *Usher* members to be seated that in compliance of social distancing
 - 6 feet or more apart between individuals or between groups.
(Strategies to consider: Maximum 4 per row; use every third rows, e.g. row 1, row 4, row 7, row 10)
 - ♥ *Monitor and enforce* social distancing and face covering for ALL and ALL TIME.
 - ♥ *Remind* members to sanitize hands before leaving church
 - ♥ *Leave the space clean and safe:*
 - Gather all items back to "COVID Supplies box" and bring back to WMCC office
 - Turn lights off and close all doors
 - ♥ *Track* the attendance (see Tracking Form for details)
 - ♥ *Bring* issue or concerns that you may have observed to Reopen Task Force

Staging hygiene and sanitizing items checklist

By entrance at mail level	
<input type="checkbox"/>	One Kleenex box
<input type="checkbox"/>	One Sanitizer bottle
<input type="checkbox"/>	Face masks (10 or more)
By front stage area	
<input type="checkbox"/>	One Kleenex box on podium
<input type="checkbox"/>	One Kleenex box on stage bench
<input type="checkbox"/>	One Kleenex box by piano
<input type="checkbox"/>	One disinfectant wipe tub/pack on stage bench
<input type="checkbox"/>	One disinfectant wipe tub/pack by piano
<input type="checkbox"/>	One trash bin in front stage area
<input type="checkbox"/>	Sanitizing bottles, paper tower, face masks and other supplies in front stage area
<input type="checkbox"/>	
In seating area (to be determined)	
<input type="checkbox"/>	

Cleaning and sanitizing checklist

The cleaning and sanitizing will be done **before** Sunday worship service.

The CLICs will perform the duties, please

- Wear face mask & disposable gloves.
- Clean with disinfectant wipes or 70% alcohol water spray with paper towels.
- When sanitizing light switches, please use disinfectant wipes with water squeezed out.
- When sanitizing AV equipment's, make sure power is off and power-cord is disconnected

Surface of fixtures and furniture	
<input type="checkbox"/>	Doorknob/handlers & surrounding surface area of the main entrance door
<input type="checkbox"/>	Light switches of main entrance area (may use disinfectant wipe with water squeezed out)
<input type="checkbox"/>	Doorknobs/handlers & surrounding surface area of sanctuary doors
<input type="checkbox"/>	Light switches of sanctuary (may use disinfectant wipe with water squeezed out)
<input type="checkbox"/>	Doorknobs/handlers of restrooms
<input type="checkbox"/>	Wood surface of long benchS'S backs for rows that will be seated
<input type="checkbox"/>	Podium
<input type="checkbox"/>	Benches' on the stage
<input type="checkbox"/>	Desk and areas in AV Center (upstairs)
<input type="checkbox"/>	
<input type="checkbox"/>	
Music instruments and tools	
<input type="checkbox"/>	Piano bench
<input type="checkbox"/>	Piano music rack and area
<input type="checkbox"/>	Two music stands
<input type="checkbox"/>	
AV equipment (clean only when the power was off or was disconnected)	
<input type="checkbox"/>	Podium microphone
<input type="checkbox"/>	Wireless microphone 1
<input type="checkbox"/>	Wireless microphone 2
<input type="checkbox"/>	Wireless microphone 3
<input type="checkbox"/>	Microphone stand 1
<input type="checkbox"/>	Microphone stand 2
<input type="checkbox"/>	Headphone 1
<input type="checkbox"/>	Headphone 2
<input type="checkbox"/>	Remote control 1
<input type="checkbox"/>	Remote control 2
<input type="checkbox"/>	Remote control 3
<input type="checkbox"/>	Laptop 1
<input type="checkbox"/>	Laptop 2
<input type="checkbox"/>	Mouse 1
<input type="checkbox"/>	Mouse 2
<input type="checkbox"/>	Monitor
<input type="checkbox"/>	
<input type="checkbox"/>	
Other (specifies)	
<input type="checkbox"/>	
<input type="checkbox"/>	

The sanitizing/protection supplies

- **The cleaning/sanitizing/protection supplies include:**
 - Hand sanitizers (2 bottles) (meet EPA criteria?)
 - Disinfectant wipes (several tubs/packs) (meet EPA criteria?)
 - Disinfectant spray/solution (1)
 - Face masks (box of 50)
 - Disposal gloves (box of 50-100)
 - Kleenex (5 boxes)
 - Hand soap (1)
 - Trash bin (1)
 - Paper towels (several)
 - Spray bottle
 - Wash cloths
 - Jamm Door Stopper/ Door Stop Wedge (to pop-open door)
- The commonly used items are stored in a big “COVID Supplies” box in WMCC office.
- **The key sanitizing items will set at stage area for coworkers’ immediate access.**