

FPC DUNELLEN INSTRUCTIONS FOR VOLUNTEER CLEANERS

CLEANING TEAM: 2 cleaning teams of 5 people each are needed every Sunday. The first team cleans in between the Traditional and Fusion services. The second team cleans in between the Fusion and Spanish services. There should also be a substitute cleaner on-call for each service who can be called in if one of the cleaners is unable to serve that day. That means, each Sunday we need 10 cleaners and 2 back-up cleaners.

BECOMING A VOLUNTEER CLEANER: To become a volunteer cleaner you should contact the church office or the elders in charge of volunteers. Volunteers must sign up by Wednesday at 5pm. Once you sign up as a cleaner you will be contacted to set up training and will be given this document. All cleaners must receive the training prior to serving and have read the full “FPC Dunellen 2020 Procedures & Policies for Re-Opening In-Person Worship”. Elder Merido Lopez will be overseeing volunteer cleaners.

CLEANING OVERVIEW: Every surface in the first floor sanctuary, narthex, balcony and bathrooms where worshippers sit or touch must be cleaned in 40 minutes by the 5 person team. (The pulpit, band platform, and the Audio-Visual Booths & Pews will be cleaned by the pastors, staff or volunteers using that area.) Each cleaner will have their own cleaning supplies and be given a specific area to clean. Once a cleaner’s area is done they can assist the rest of the team to clean any remaining areas. All trash should be put in the dumpster after the cleaning time.

ATTENDING THE SERVICE: On days that they are cleaning, cleaners still need to register their family to attend church. Please write on the registration that they are cleaning. Registrars will work to ensure that cleaners can stay for worship at least twice a month or as often as possible.

ARRIVAL & SCREENING: Cleaners should arrive 10 minutes before cleaning time to be screened in the area outside the Church Office.

- 10:20am - First Cleaning Team is screened in the area outside the Church Office.
- 10:30am - First Cleaning Team enters front doors to begin cleaning.
- 11:10am - First Cleaning Team finishes cleaning & exits building.

- 1:05pm - Second Cleaning Team is screened in the area outside the Church Office.
- 1:15pm - Second Cleaning Team enters front doors to begin cleaning.
- 1:55pm - Second Cleaning Team finishes cleaning & exits building.

REQUIREMENTS FOR CLEANERS:

- ⊙ Cleaners must wear a mask and gloves at all times and keep a 6 foot distance from others at all times except in the event of an emergency.
- ⊙ Each cleaner needs to get & return their supplies in the closet at the top of the ramp-side balcony stairwell. Necessary cleaning supplies include:
 - ◇Trash Bucket with Handle ◇Bucket of Treated Wipes ◇Micro-Fiber Cloths ◇Spray Bottle
- ⊙ Each team also needs gloves for cleaners, a large trash bag, broom, dust pan and extra cloths.

5 CLEANING AREAS: Each cleaner will be assigned a specific area to clean by the Lead Cleaner.

- ⊙ PARK-SIDE FIRST FLOOR SANCTUARY: Clean all 5 seating areas, back & front, window ledge, rear door handles, the aisle edge of every pew and anywhere else where people touch.
- ⊙ RAMP-SIDE FIRST FLOOR SANCTUARY: Clean all 5 seating areas, back & front, window ledge, rear door handles, the aisle edge of every pew and anywhere else where people touch.
- ⊙ BALCONY: Clean all 4 seating areas, back & front, window ledges & railings at top of stairwell, door handles, the aisle edge of every pew and anywhere else where people touch.
- ⊙ NARTHEX & STAIRWELL: Clean both coatroom seating areas, window ledges, all door handles, counters, hand-wash dispensers, railings in both indoor stairwells, all 3 outdoor stairwells and anywhere else where people touch.
- ⊙ NARTHEX BATHROOMS: Clean counters, sinks, door handles, window ledges, toilets & floor only if needed. Concentrate on any places where people touch.

STEP BY STEP CLEANING INSTRUCTIONS:

- ⊙ Spray every surface in the entire cleaning area you are assigned with a generous amount of the yellow spray-cleaner. Let the cleaner set for a couple minutes as you spray the whole area.
- ⊙ Go back to where you started and use the treated wipes in your bucket to carefully clean the entire surface you sprayed. This is a stronger cleaner and will add to the effectiveness of the spray.
- ⊙ Throw used wipes away in your handled bucket which you should empty into your team's large trash bag when your bucket is full.
- ⊙ When you have sprayed & used wipes on your whole cleaning area, go back to where you started and use the micro-fiber cloth to dry the entire area.
- ⊙ Put used micro-fiber cloths in your team's laundry bag, to be washed each week.
- ⊙ When your area is clean help any of your teammates that need assistance, keeping 6-foot distances.
- ⊙ When you are finished, return wipes, spray, buckets and unused clothes to the closet at the top of the ramp-side balcony stairwell.
- ⊙ Once the cleaners job is completed they should exit church grounds or join their family group in the screening area so the next group can begin its work.

Thanks so much for serving as a volunteer cleaner at FPC Dunellen. Your volunteering helps to keep our congregation healthy and is an integral part of reopening in-person worship at our church. God Bless You!