

# OPC Fellowship Hall

## Required Disinfecting actions

To be performed ONLY by the meeting leader

- Wear a pair of gloves provided
- Using the disinfectant clean the following:
  - All tables anyone was at
  - All Chairs (seats and backs) anyone used
  - All door handles
  - If the restrooms were used, disinfect –**
    - Door push plates and handle pulls
    - Faucet handles
    - Sink countertop
    - Towel Dispenser Handle
    - Soap dispenser
    - Stall doors (only the one not blocked off)
    - Flush handles (including men's room urinal)
    - Hallway light switch
  - If the elevator was used, disinfect –**
    - Door push plates and handle pulls
    - Up and down buttons, key locks
    - Key and fob
- Turn off the lights (by the south door that leads to the ramp) and disinfect the switches
- Clean the light switch by the entrance door and coat room switch
- Clean the fellowship door push plate and handle pull
- Clean the outside door external handle and inside crash bar (after releasing it)
- Dispose of cleaning materials in the trash can near the door
- Return cleaning materials to the kitchen counter
- Using your forearm turn off the fellowship light
- Push the fellowship door open with your foot
- Turn off the coatroom light using your forearm
- Push the crash bar using your forearm to open the outside door