

This document provides a list of cleaning steps the Group Leader must ensure happens after their meeting is over. Group Members may assist with the cleaning procedures.

NOTE: Cleaning solution and paper towels will be in the room. Paper towels can be disposed of in the classroom trash can. Group Members should only go into the assigned classroom to minimize the potential for contamination of other rooms. Group Members are reminded that the Preschool is operating in nearby classrooms during the week.

<b>Group Name:</b>			
<b>Group Leader Name:</b>		<b>Group Leader Phone:</b>	
<b>Date and Time of Group Meeting:</b>			

<b>Cleaning Procedures – Refer to Chapter 5 of the Reopen Plan for further details regarding the OBUMC Cleaning Plan</b>		<b>Initial Completed</b>
<b>1</b>	<b>Masks must be worn the during the entire cleanup process and do not touch your face.</b>	
<b>2</b>	<b>Chairs that were used should be wiped with disinfectant.</b>	
<b>3</b>	<b>All surfaces that were touched or used by a group member must be wiped with disinfectant. This includes computers, remotes, tables and other flat surfaces.</b>	
<b>4</b>	<b>Any door handles or drawer handles that were used need to be wiped with disinfectant.</b>	
<b>5</b>	<b>The bathroom door handles and sink handles should be wiped down with disinfectant if used.</b>	
<b>6</b>	<b>Any Group Member involved with cleanup should use hand sanitizer when they return to their car.</b>	

<b>Closeup Procedures – Refer to Chapter 2 of the Reopen Plan for further details regarding the five steps of using an inside or outside OBUMC facility</b>		<b>Initial Completed</b>
<b>1</b>	<b>Group Leader will ensure that all cleanup procedures are followed from the table above.</b>	
<b>2</b>	<b>Group Leader will ensure every attendee’s full name, phone number, and email address is either typed or legibly printed and easy to read.</b>	
<b>3</b>	<b>Group Leader will mark everyone that attended the meeting.</b>	
<b>4</b>	<b>Group Leader will mark that everyone that attended the meeting affirmed the Healthy Graphics.</b>	
<b>5</b>	<b>Group Leader will write the Group Name and Meeting Date on the outside of the Verify Packet/Envelope.</b>	
<b>6</b>	<b>Group Leader will initial each step completed in the column to the right and place this Appendix C in the Verify Packet/Envelope.</b>	
<b>7</b>	<b>Last Step: The Group Leader will leave the Verify Packet/Envelope on the counter in the classroom or if the meeting was outside at the Pavilion, they will leave it in the Church Mailbox as they depart the OBUMC property.</b>	