

**The Episcopal Diocese of Maryland**  
**CHECKLIST & GUIDANCE for CLEANING of CHURCHES**  
**during the COVID-19 PANDEMIC**

[Based upon recommendations by the Centers for Disease Control & Prevention]

- Always wear a mask and disposable gloves while cleaning and disinfecting. If possible, also wear a disposable gown or an apron or smock that can be put aside for prompt laundering. Wear these also when disposing of trash or placing trash out for collection.
- For pews and other wooden surfaces in your church, use a solution of Murphy's Oil Soap or Mr. Clean. Bleach-based products and cleaning wipes should **NOT** be used on finished wood, as these will damage the finish. Allow surfaces to air dry.
- If desired, after thoroughly air dried, pews and other wood may be sprayed and polished with a spray wax such as Pledge. This will protect the wood and also lessen the possibility of virus spread. Polished wood is more difficult for the virus to cling to.
- Doorknobs, light switches, handles, microphones, countertops, desks, phones, keyboards should routinely be cleaned using packaged wipes such as Clorox or Lysol Wipes. If wipes are not available, a solution of water and bleach or a solution of a product like Mr. Clean, Spic and Span or Pine Sol may be used. Institutional cleaning products may be purchased but are not necessary. Do your cleaning with a cloth, not a sponge.
- To make a bleach solution, mix 1/3 cup of bleach (5 tablespoons) with a gallon of water OR 4 teaspoons of bleach with a quart of water.
- Restrooms should be thoroughly cleaned, per usual practices, with wipes, a bleach solution or a solution of one of the detergents mentioned above. Replenish hand soaps, paper products, as needed. Liquid soaps are best – bar soaps are not recommended.
- Be certain hand sanitizer is available in key locations in the church worship areas. Replenish as needed.
- Folding chairs, tables and other furnishings in a Parish Hall or other meeting area should be wiped down with one of the above products after each use of the space. Allow furnishings to air dry with good ventilation.
- If your church has outdoor benches or playground equipment in current use, it is **NOT** necessary to disinfect this equipment. You will be wasting products needed for indoors. Simply wipe these surfaces with a detergent solution and allow to air dry. COVID-19 does not easily spread outdoors, so disinfecting there is not necessary.
- When cleaning is complete, dispose of gloves and wash your hands thoroughly! Promptly launder your apron or smock and any cleaning cloths.