



New Apostolic Church USA  
Building Re-occupation Plan  
May 2020

*“I was glad when they said unto me,  
Let us go [back] into the House of the Lord...  
Praise on our lips for this morn.”*

Revised 6.1.20



Dear Brothers and Sisters:

Welcome home! We are delighted and thankful that our God has seen us through a trying time, and that now we can gradually resume congregational life.

The purpose of this document from the NAC USA Property Management Department is to prepare each member for the effort and expectation that comes along with the re-occupation of our church buildings. The suggestions/requests stated immediately below in the **Overview** are based upon well-documented facts listed in the appendix of this document. With the wealth of data in public forums, we did not desire to inundate every reader, but rather to highlight what is most useful to us. The conclusions reached represent the direct and thoughtful input of doctors, professional cleaning firms, and other religious institutions, by way of comparison, contacted by the NAC USA Property Management Department.

This document is not intended to provide direction on matters pertaining to liturgy, soul care, or conduct of our various programs. For those matters, please be guided by upcoming communications from our District Apostle and the USA Apostles either on [www.nac-usa.org](http://www.nac-usa.org) (Eastertide banner) or via email.

## Overview

Our first point is to share an assumption, generally speaking, that our buildings have truly been unoccupied. This is an important point as “time” dictates the lifespan of the virus bacteria we have contended with, as noted in the chart below.

Surface life of the Coronavirus by material (source: CDC):

<b>Metal</b> e.g. doorknobs, silverware <b>5 days</b>	<b>Wood</b> e.g. furniture, cabinet <b>4 days</b>	<b>Plastics</b> e.g. bottles, toys, elevator buttons <b>2-3 days</b>	<b>Stainless Steel</b> e.g. appliances, pots, sinks <b>2-3 days</b>	<b>Cardboard</b> e.g. shipping boxes <b>24 hours</b>
<b>Copper</b> e.g. pennies, cookware <b>4 hours</b>	<b>Aluminum</b> e.g. soda cans, tinfoil, water bottles <b>2-8 hours</b>	<b>Glass</b> e.g. drinking glasses, mirrors, windows <b>Up to 5 days</b>	<b>Ceramics</b> e.g. dishes, pottery, mugs <b>5 days</b>	<b>Paper</b> This can range from a <b>few</b> <b>minutes to 5</b> <b>days</b>

If this assumption is true for your building, in effect, a decent “spring cleaning” prior to re-entry by a team of healthy and willing members will more than adequately suffice.

If this assumption is not true (or you can’t be 100% sure) then we suggest/request that your members plan a 7-day lock-down of your building, which is thoroughly communicated to all members, especially those with keys. Zero access for that period of time will minimize the health risk to any who participate in cleaning. Please be deliberate in planning this lock-down per your specific timeline for re-occupation in conjunction with the national (or regional, as applicable) guidelines announced by our District Apostle.



- The “spring cleaning” effort should be within the scope of most congregations to perform themselves. NAC USA is not suggesting the hiring of professional specialty cleaning firms given the manageable risk. Various aspects of a cleaning scope are included in the appendix. We know that the standard of care exercised by our brothers and sisters has typically been very high, but we hope a checklist format will be a useful aid in ensuring the thoroughness of this effort.
- The purchase of all cleaning supplies is an appropriate month-end expense to charge in. If you already are getting Chicago office assistance to cover expenses, these purchases can be supported by Chicago as well.
  - Approved and suggested cleaning detergents, sanitizers, and disinfectants are listed in the appendix. NAC USA does not have any national contracts to secure supplies for shipping around the country. We suggest you shop locally, since supply availability in large quantities is typically unsuccessful as of late. Reasonable “stocking up” is permissible, but please come to a local team consensus based on your storage limitations and expected/suspected price trends. There are plenty of examples of price gouging at this time, so do be cautious. For love of our neighbor, we do not support product hoarding.
- Flagship congregations, with offsetting rental income, may use any existing janitorial arrangements to accomplish the “spring cleaning” for their larger sites.

The second point may be a sensitive one, but remains critical for the safe return to our buildings.

- Self-responsibility needs to be emphasized, as often as necessary and in a loving manner, that members or guests who show any symptoms of COVID-19 should remain at home until they show no further symptoms or have tested negative. This self-discipline will reduce the risk of having to perform another large-scale cleaning, in addition to aiding in the care and well-being of our members and guests.
- Emphasize healthy hygiene and share tips (e.g. posted bathroom & classroom signs), such as washing hands for 20 seconds after bathroom use, before eating, or any time after coughing, sneezing, or blowing your nose.
- For the benefit of attending members and guests, make hand sanitizer available in several places in the church. Recent guides suggest 70% alcohol content.

The third point comes directly from the CDC.

- Routinely clean and disinfect surfaces and objects that are frequently touched. This includes objects like doorknobs, light switches, sink handles, and toilet flush levers.
  - In light of our typical weekly usage, the 7-day window is a risk-mitigating factor for bacteria lifespan, but a light spot cleaning will be a useful assurance.
- Ensure a plan is in place to have adequate cleaning and disinfectant supplies for this scope.



The fourth and final point deals with water in the building to mitigate any risks associated with lack of regular flow.

- Upon return to your building for the “spring cleaning,” please run the hot water at each faucet for 8 minutes at high flow. Then repeat for 8 minutes with the cold water supply at high flow.

That concludes the details of our suggestions/requests. We are confident that they address all of the relevant building-specific risks, while not asking for an unreasonable effort from either the members or the national church. We appreciate all of the generous input that was received so that a re-occupation plan could be fashioned in full confidence. We thank you for the efforts hereafter!

If your congregational team has any questions regarding the contents of this document, please put them in writing and direct them to [Robert.Morse@nac-usa.org](mailto:Robert.Morse@nac-usa.org).

### **Added 6.1.20 | COVID-19 Organ and Piano Care**

As our church buildings begin to reopen, we wanted to provide a few guidelines when it comes to organ and piano care. As these instruments are often utilized by multiple accompanists, it’s important that they be cleaned thoroughly and properly over these next months to ensure the safety and health of our members.

The following information was gathered from the CDC’s website, the Piano Technicians Guild website, and from experienced organ and piano technicians.

#### **Organs**

- Wash hands before and after playing per CDC recommendations.
- It is recommended that a mask be worn while playing.
- Wear disposable gloves to clean and disinfect.
- Clean the keyboard using a cloth dampened with water, and add a small quantity of mild soap, mild detergent, or mild disinfectant to the mix. Be especially careful not to get anything in the cracks between the keys. Do not use excessive wetness.
- Follow this up by wiping the keyboard with a cloth dampened only with water, and then with a dry cloth. Never leave any liquids on the organ keys.
- Under no circumstances should any alcohol, oil, solvent, abrasive or silicone based cleaners or polishes be used for cleaning ivory, bone or celluloid keys or console.

#### **Pianos**

- Wash hands before and after playing per CDC recommendations.
- It is recommended that a mask be worn while playing.
- Wear disposable gloves to clean and disinfect.
- Use alcohol-based disinfectants (wipes or sprays); do not use bleach-based disinfectants or any product containing citrus.



- Always test the disinfectant in a discrete area before moving forward to ensure there is no adverse reaction. Check to make sure the finish does not come off on the wipe or towel. If none of this happens after a few minutes, you should be able to proceed.
- If using a spray or liquid bottle, use a disposable towel. Put the disinfectant on the towel and not the piano. Always follow up with a dry towel and never leave any liquids on the piano or keys.
- Be especially careful and cautious when cleaning ivory keys on a real piano. No abrasive cleaners or polishes should be used to clean these.

### **Other considerations**

- Where possible, try to limit the number of people touching the keys from Sunday to Sunday. Having 1-2 accompanists in the rotation would be ideal.
- In congregations that have both a piano and an organ, consider using just the piano or organ over these next months to cut down on cleaning and risk.
- Under no circumstance should children be allowed to play either instrument following service.

If you have any questions, please email us at [Music\\_Worship@nac-usa.org](mailto:Music_Worship@nac-usa.org)

Wishing you peace and wellness,

The Property Management Department



## Appendix

### Approved cleaning, sanitizing, and disinfectant products:

- This EPA list is kept up to date:
  - <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- Familiar products, such as Clorox Multi-Surface Cleaner & Bleach, Windex, Scrubbing Bubbles, and Comet, appear on this list and work well in the right application (e.g. Comet for bathroom use).

### The three main levels of microbe control are:

- General surface cleaning
  - Physically removes visible dirt, organic matter, viruses, fungi, and bacteria. General surface cleaning is accomplished with water, detergent, and physical scrubbing of the surface. The guiding principal is to remove microbes, if possible, rather than kill them (with a sanitizer or disinfectant). In addition, thoroughly cleaning a surface can reduce the need to disinfect because without the nutrients and moisture needed to survive and multiply, most microbes cannot live on a clean and dry surface for very long.
- Sanitizing
  - Reduces, but does not necessarily eliminate all the bacteria on a treated (non-food) surface. Sanitizers do not have claims for viruses or fungi. Examples of non-food-contact sanitizers include carpet sanitizers, air sanitizers, laundry additives, and in-tank toilet bowl sanitizers.
- Disinfecting
  - Works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. Disinfecting destroys or irreversibly inactivates infectious or other undesirable microbes, but not necessarily the spores of bacteria and fungi. The number of microbes killed during a disinfecting process will vary depending on the specific chemical and how it is used.

For liquid products, the same product can often be used as follows to accomplish two different purposes:

- Spray and wipe to clean/sanitize
- Then, spray again and let air dry for 10 minutes to disinfect

Always refer to the label to be certain.



To aid in your scope planning, surfaces to consider for cleaning and/or disinfecting would include, but are not limited to:

<b>Kitchen/Food Areas</b>	<b>Bathrooms</b>	<b>Classrooms</b>	<b>Sacristy/Office</b>
.tables and chairs .countertops .cabinets and pulls .doorknobs .floors - hard surfaces/ wood .mats .food contact surfaces .light switches .paper towel/napkin dispensers .push doors .salt and pepper shakers .sink hardware .sinks .soap dispensers .tabletops .shelving	.bathroom stalls .countertops .cabinets/vanities and pulls .doorknobs .floors - hard surfaces/ wood .handrails .light switches .paper towel/napkin dispensers .sink hardware .sinks .soap dispensers .toilets .diaper changing stations/tables .water fountains	.book covers and binders .chairs .TV/computer equipment .countertops .doorknobs .floors - hard surfaces/ wood .small hard surface items (e.g. toys) .light switches .mats .carpet .paper towel/napkin dispensers .sink hardware .sinks .soap dispensers on tabletops/desktops .shelving	.chairs .telephones .computer equipment .countertops .doorknobs .floors - hard surfaces/ wood .light switches .shared office equipment .tabletops/desktops .carpet .filing cabinets .lamps
<b>Hallways &amp; Other</b>	<b>Sanctuary</b>		
.doorknobs .floors - hard surfaces/ wood .handrails .light switches .water fountains .carpet .elevator cars and switch plates .Welcome Centers .Cafe counters/areas .Gatheria/Lobby seating	.altar .chalices .organ/piano .organ speaker .pews or chairs .AV desk .AV equipment/rack .Offering box/stand .light switches .doorknobs or push-bars		

The Property Management Department recommends annual professional steam cleaning of your sanctuary and fellowship area carpets anyways. If this “spring cleaning” corresponds to the annual cleaning, please feel free to arrange that and treat it as a local expense. If payment help is needed, contact the Chicago office at (773) 539-3652.