

Safe at Work: COVID-19 Toolkit for Manufacturers



We're here to help.

As manufacturers, your business and your people are under immense pressure throughout the COVID-19 pandemic. As producers of essential goods respond to the need to maintain critical supply chains, protecting the health of plant workers has never been more important. Supporting employees and practicing proper hygiene in the workspace is imperative in keeping everyone safe while working on the front lines.

As the leading global professional hygiene brand, we're here to help. We've developed this toolkit with our recommendations on how to adopt best practices by making hand hygiene and cleaning a renewed focus in your manufacturing plant. We hope you find this useful and that this expert knowledge helps you feel safe and reassured, both through the immediate crisis and beyond.

Thank you for your efforts on the front lines of this crisis, and we hope you and your colleagues stay safe throughout these challenging times.

Sincerely,

Jenny Turner
Marketing Director – Manufacturing
Essity Professional Hygiene



COVID-19

Infectious diseases like COVID-19 spread from person to person through small droplets expelled when an infected person coughs or exhales. An individual may also get infected when they touch a surface where droplets have landed and then touch their mouth, nose or eyes.

Manufacturing facilities have several opportunities to help protect their employees from being infected with the virus that causes COVID-19. Following proper hand hygiene protocols; more frequent updated cleaning and disinfecting procedures focused on virus abatement; and implementing operational measures in your facility are paramount during the ongoing pandemic.



How can COVID-19 spread in your manufacturing facility?



**Through the air
by coughing and
sneezing**



**Close personal contact,
such as touching or
shaking hands**



**Touching an object or
surface with the virus on
it, then touching your
mouth, nose, or eyes**

Hand hygiene

As your manufacturing site continues operating amid COVID-19, it's important to place an increased focus on frequent and proper handwashing and hand sanitizing to protect your employees. You can improve adherence to regular handwashing by strategically placing posters around your manufacturing facility. Plant workers should wash their hands:

- At the start and the end of their shifts and breaks
- After using the restroom
- When moving from one zone to another
- After disposing of waste
- After eating or drinking
- After removing protective gloves
- Sneezing, coughing or using a tissue

You should only use hand sanitizer during the pandemic if soap and water are not available for handwashing. Since hands may become dry from more frequent handwashing, consider adding lotion to wash stations throughout your site.

Ensure hand hygiene supplies are readily available to all plant personnel in the appropriate locations. Below are some resources to reinforce proper hand hygiene techniques within your manufacturing operation.



Resources

Handwashing procedure

Wash your hands with soap, water and paper towel

For more information, visit www.torkglobal.com

Handwashing procedure

[Download](#)

Hand rub procedure

Disinfect your hands

For more information, visit www.torkglobal.com

Hand rub procedure

[Download](#)

Surface cleaning

Prioritize disinfecting surfaces in your manufacturing facility to help slow the spread of the virus that causes COVID-19. Here are some considerations for cleaning and disinfection during the pandemic:

- Observe operators during shifts to assess touchpoints and develop a checklist of surfaces to be cleaned between shift changes based on this study.
- Increase cleaning and disinfection frequency of high-touch surfaces such as tables, door handles, light switches, control panels, computers, handrails, elevator buttons, toilets, faucets, sinks, machine controls, equipment handles and shared tools.
- Use a registered disinfectant product known to be effective in killing the virus that causes COVID-19.
- Follow label instructions on the product for safe and effective use, including precautions, especially in food manufacturing areas.
- Wear gloves when cleaning, particularly when using disinfectants. After cleaning, discard gloves, wash hands and dry hands with a single-use paper towel.
- Train employees on how to properly clean and sanitize the surfaces in your facility.

Below are some tools to help you ensure that your manufacturing facility remains clean and disinfected during the pandemic.



Resources

Tork cleaning for health checklist

- ☐ Put on protective gloves and attire.
- ☐ Empty trash and recycling bins—replace liners and make sure to sanitize inside and outside of the waste bins as needed.
- ☐ **Washroom Cleaning:**
 - ☐ Clean and sanitize all touch surfaces with a sustainable green cleaning solution. Use a new wipe for each area to reduce cross-contamination.
 - ☐ Restock all dispensers to ensure proper hygiene and hand washing practices can be followed.
 - ☐ Mop the floor using a sustainable cleaning solution, with special attention to areas around the toilet and sink. To reduce cross-contamination consider disposable cleaning options.
- ☐ Dust all surfaces including doors, partitions, picture frames, table and chair legs, air vents, blinds and window sills. This will reduce allergens as well as improve indoor air quality.
- ☐ Polish and clean high shine surfaces such as glass/mirrors, chrome, steel with sustainable cleaning solution.
- ☐ Floor Care—move furniture and fixtures as needed to reduce accumulation of allergens and improve indoor air quality.
- ☐ Vacuum carpeted areas with vacuums equipped with HEPA filters.
- ☐ Sweep and mop hard surfaces using sustainable cleaning solutions.

For more information visit: torkusa.com

Tork cleaning for health checklist

[Download](#)

List N: Disinfectants for Use Against SARS-CoV-2

Disinfectants for Use Against SARS-Cov-2 (via EPA)

[Download](#)

Guidance on Preparing Workplaces for COVID-19

Guidance on preparing workplaces for COVID-19 (via CDC)

[Download](#)

Implementing operational measures

In addition to handwashing and surface cleaning, your manufacturing site should ensure that any employee who has flu-like symptoms stays home and is given time to recover before returning to your manufacturing facility. You should also review standard operating procedures to incorporate physical distancing of at least 6 feet between employees. If physical distancing of 6 feet between employees is challenging to implement, you should consider other measures to protect employees, such as:

1 Stagger shift changes

Stagger shift changeovers to help reduce contact between different teams. Clean all high-frequency touchpoints (see page 4) between shift changes.

2 Add time between shifts

Allow more time between shifts, so fewer employees are in the locker room at the same time.

3 Set up zones and stagger workstations

Set up zones and ensure employees don't cross zones to reduce interaction between fixed groups of employees. Where possible, stagger workstations along the processing line as well.

4 Provide protective gear

Where possible, provide personal protective equipment (PPE) such as face masks, disposable gloves and clean overalls for staff to help prevent the spread of germs.

5 Limit staff

Review all processes and identify key operators required to limit the number of staff in a manufacturing site at any one time.

6 Install portable dispensers

Installing portable dispensing solutions can help promote hand hygiene and surface cleaning throughout your site.



Product Recommendations for Manufacturing and Maintenance

Washroom

Tork washroom solutions enhance employee hygiene practices, helping prevent cross contamination and reduce sick leave.



Item #	Dispensers	Refills
5511282	Tork Matic® Hand Towel Roll Dispenser - with Intuition™ Sensor	290088, Tork Advanced Matic Hand Towel Roll H1, Natural
552528	Tork PeakServe® Continuous™ Hand Towel Dispenser	105065, Tork Advanced PeakServe Continuous Hand Towel
473208	Tork Elevation Coreless High Capacity Bath Tissue Dispensers	472880 Tork Advanced Coreless High Capacity Bath Tissue
5555290	Tork Twin Mini Jumbo Bath Tissue Roll Dispenser	12024402 Tork Advanced Mini Jumbo Bath Tissue Roll, 2-Ply
571608	*Tork Elevation Foam Skincare Automatic Dispenser with Intuition Sensor S4	401211 Tork Extra Mild Foam Soap, 401701 Tork Extra Mild Foam Soap
571508	*Tork Foam Skincare Manual Dispenser	401211 Tork Extra Mild Foam Soap, 401701 Tork Extra Mild Foam Soap
1951001	Silhouette® Toilet Seat Cover Dispenser	TC0020 Tork Universal Toilet Seat Cover, 1/2 Fold

Common Areas

Common spaces should be equipped with easy to access hygiene solutions to encourage greater use. Place hand sanitizers at the entrance to your facility for workers and visitors alike.



Item #	Dispensers or Products	Refills
570058	*Tork Hygiene Stand, Sanitizer bottle bracket #570068 for Stand also available	4002170 Tork Alcohol Foam Sanitizer
571608	*Tork Foam Skincare Automatic Dispenser	4002170 Tork Alcohol Foam Sanitizer,

Product Recommendations for Manufacturing and Maintenance

Wiping and Cleaning

Tork portable solutions are designed for environments with high demands on hygiene. Tork offers a variety of cloths that can be used with multiple disinfectants to match your need.



Item #	Dispensers or Products	Refills
6540281	Tork Folded Wiper/Cloth Dispenser	520678 Tork Industrial Cleaning Cloth
6520281	Tork Floor Stand	520304 Tork Industrial Cleaning Cloth

Breakrooms

Dispensing one napkin at a time helps reduce paper consumption and reduces risk of cross-contamination, since people touch only what they need.



Item #	Dispensers	Refills
7232000	Tork Xpressnap Fit® Tabletop Napkin Dispenser	DX800 Tork Xpressnap Fit® White Dispenser Napkin
6232000	Tork Xpressnap® Tabletop Napkin Dispenser	DX900 Tork Advanced Xpressnap® White Dispenser Napkin

*Sanitizer dispensers and refill supply may be limited while we ramp up capacity. Talk to your Tork Representative for more details.

Get in touch

Join millions of people already using Tork products every day.

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