

# Safe at Work: COVID-19 Office Building Toolkit



## We're here to help.

In these unprecedented times, some regions remain in quarantine, while others are beginning to reopen after weeks of shutdown. We're still coming to terms with what society and workplaces will look like, and managers are concerned about keeping colleagues safe from COVID-19, while serving customers and core needs.

Facility managers are tasked with preparing office buildings for returning employees. They need to ensure they have the right equipment and products in place to institute a high standard of hygiene, as well as the right cleaning protocol to help remedy colleagues' concerns about infection.

For more than 50 years, we at Tork have been – and continue to be – committed to improving hygiene in establishments around the world by developing and producing complete hygiene solutions and digital cleaning software.

With this guide, we want to share our expertise and provide concrete guidelines on how to execute appropriate hand hygiene and surface cleaning to help you and your colleagues stay well and keep your business operating.

We hope you can reopen your offices in a responsible and sustainable way, keeping yourself, your colleagues and customers healthy and safe.

Sincerely,

**Anna Königson Koopmans**

Marketing Director – Office Buildings  
Essity Professional Hygiene



## COVID-19

As office buildings begin to reopen, facilities staff are concerned about preventing the spread of COVID-19 and ensuring sick employees stay home. COVID-19 can spread through droplets produced when an infected employee coughs or sneezes. It may also spread through contaminated surfaces or objects.

But following proper hand hygiene protocols, practicing routine cleaning and disinfecting procedures, and optimizing dispenser placement in your facility can help reduce the spread of COVID-19. This toolkit provides the resources you need to help you reinforce best practices in your office during this outbreak and beyond.



### How can COVID-19 spread in your office building?



**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

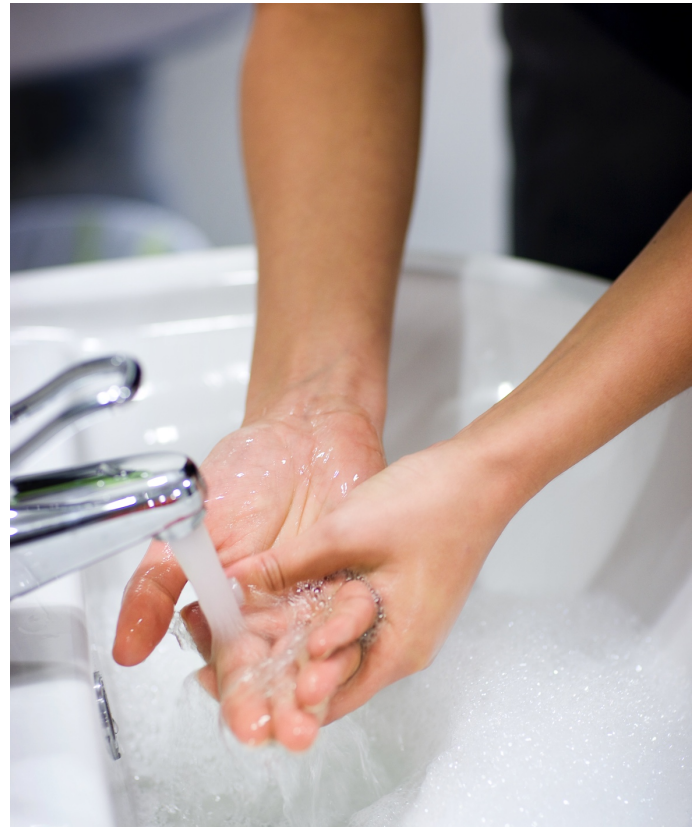
About 70% of offices today have open-plan seating, which makes it challenging to prevent the spread of the virus that causes COVID-19. In an office setting, we touch multiple surfaces – such as our keyboards, computer mice and phones – that can be contaminated with a pathogen.

That's why it's more important than ever to practice proper hand hygiene. Employees should wash their hands frequently and properly throughout the day, but especially:

- After nose-blowing, coughing or sneezing
- Before and after preparing food and eating
- After using the toilet or touching trash

Ensure that you provide your employees with a clean, well-stocked handwashing facility and hand sanitizer.

You can promote proper hand hygiene in your facility in several ways, including posting signs near the sinks, restrooms and other high-traffic areas in the facility. Below are some tools and information to encourage proper handwashing and disinfecting techniques among employees.



## Resources

### Handwashing procedure

Wash your hands with soap, water and paper towel

For more information visit [torkusa.com](https://torkusa.com) or [tork.ca](https://tork.ca)

**Handwashing procedure**

[Download](#)

### Hand Sanitizing

Disinfect your hands

For more information visit [torkusa.com](https://torkusa.com) or [tork.ca](https://tork.ca)

**Hand sanitizing**

[Download](#)



- **Overall:** High-traffic areas with surfaces being touched often should be prioritized and cleaned frequently. Use disposable cleaning cloths and change them frequently. Make sure your cleaning staff has effective cleaning equipment and gear to protect themselves. Make disposable wipes for cleaning available so employees can clean specific areas when needed.
- **Reception:** Wipe high-touch surfaces such as door handles, touch screens and elevator buttons frequently. Keep wiping solutions close by to make cleaning a swift and smooth task.
- **Office:** Clean shared high-touch equipment such as keyboards, computer mice, printers and phones often and ensure that surface cleaning is carried out regularly. Provide disposable wipes for cleaning so employees can clean their personal space when needed.
- **Restrooms:** Begin cleaning less dirty surfaces and end with the toilet and the floor. Use more than one wipe to prevent spreading germs. Mops and sponges can harbor microorganisms, so cleaners should consider disposable solutions.
- **Breakrooms:** Clean the least dirty surfaces first and the floor last. Greasy or oily surfaces need to be cleaned with hot water and professional cleaning detergents before being sanitized.

## Resources

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Think ahead.

## Healthier buildings

As employees return to the office, their safety and wellbeing is a top priority for all of us. Facility managers can help manage the risk of infection by promoting good hand hygiene and cleaning more frequently and differently from before.

### Provide cleaning and hygiene solutions

Employees themselves will be more proactive in ensuring surface hygiene, so provide solutions that allow employees to clean keyboards and other shared office surfaces when needed.

### Make operational adjustments

Make operational adjustments to limit the contact between workers in your office building at any one time by:

- **Extending office hours and asking employees to come into the office in shifts.** Add time between shifts to reduce contact and to clean high-touch surfaces.
- **Staggering arrival and departure times.** Reduce the volume of people entering and exiting areas such as the lobby, elevators and break rooms.
- **Alternate days between working remotely and on-site.** Only half the workforce would be in the office on any given weekday.
- **Staggering workstations.** Where possible, stagger workstations in the office to physically separate workers.
- **Limiting in-person group meetings.** Meetings should be held virtually as much as possible. For necessary in-person meetings, employees should practice physical distancing and proper hand hygiene.

### Encourage use of protective equipment

Ensure that protective equipment is available where and when needed, such as face masks and paper hand towels for those who develop a runny nose or cough at work, along with closed bins for hygienically disposing of them.

For facility managers and service providers, high-quality office hygiene is the new standard. We have an opportunity not only to meet but exceed this expectation and to enable employees to take an active role in workplace hygiene.





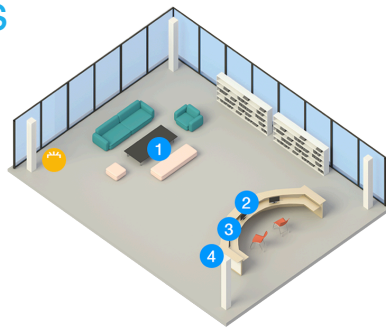
Think ahead.

# Dispenser placement recommendations

As employees return to the office during the COVID-19 pandemic, you can reinforce proper hand hygiene through optimal hand hygiene dispenser placement. Make sure to place hygiene equipment in easily visible and accessible areas where there's a natural flow of traffic. Employees should not have to go out of their way to access those dispensers. While we understand that every office is unique, here are some guiding principles for areas in your office space.

## Reception areas

- 1 Napkins
- 2 Sanitizer
- 3 Facial tissue
- 4 Waste bins



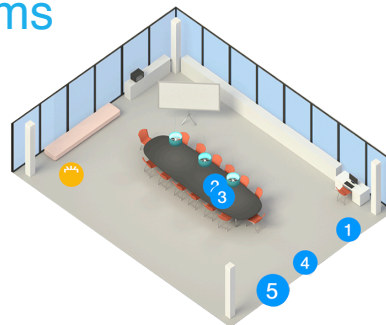
## Restrooms

- 1 Toilet paper
- 2 Hand towels
- 3 Soap
- 4 Waste bins
- 5 Toilet seat cover
- 6 Sanitizer
- 7 Facial tissue



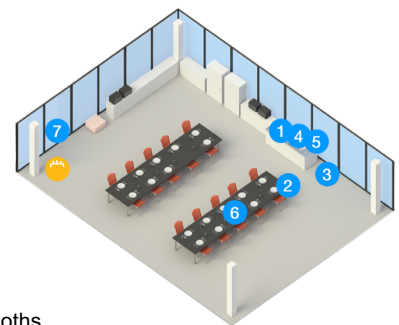
## Conference rooms

- 1 Hand sanitizer
- 2 Napkins
- 3 Facial tissue
- 4 Wiping and cleaning cloths
- 5 Waste bins



## Breakrooms and kitchenettes

- 1 Soap
- 2 Sanitizer
- 3 Waste bins
- 4 Hand towels
- 5 Wiping or cleaning cloths
- 6 Napkins
- 7 Facial tissues



## Office areas

- 1 Sanitizer
- 2 Waste bins
- 3 Facial tissue
- 4 Wiping and cleaning cloths
- 5 Napkins



## Office hygiene

For more information about the importance of hand hygiene and cleaning in your office building during the COVID-19 outbreak and beyond, visit our "Office Hygiene" resource page.

[Learn more](#)



## Product Recommendations for Office Buildings

### Restroom

Tork's innovative solutions are specifically designed to provide a positive and tidy guest experience while also ensuring a sophisticated look and feel through their award-winning design. Dispensing one sheet at a time reduces the risk of cross-contamination since people touch only what they need while also reducing waste and consumption.



Item #	Dispensers	Refills
552538	<b>Tork PeakServe® Mini Continuous Hand Towel Dispenser</b>	105065 Tork Advanced PeakServe Continuous Hand Towel
461102	<b>Tork Matic® Hand Towel Dispenser - with Intuition™ Sensor</b>	290025 Tork Advanced Matic® Hand Towel
473208	<b>Tork Elevation Coreless High Capacity Bath Tissue Dispenser</b>	472880 Tork Advanced Coreless High Capacity Bath Tissue
5555290	<b>Tork Twin Mini Jumbo Bath Tissue Roll Dispenser</b>	12024402 Tork Advanced Mini Jumbo Bath Tissue Roll, 2-Ply
571608	<b>*Tork Elevation Foam Skincare Automatic Dispenser with Intuition Sensor S4</b>	401211 Tork Extra Mild Foam Soap, 401701 Tork Extra Mild Foam Soap
571508	<b>*Tork Foam Skincare Manual Dispenser</b>	401211 Tork Extra Mild Foam Soap, 401701 Tork Extra Mild Foam Soap

### Common Areas

Tork solutions that enhance all details of guest and employee experience – including service, design and hygiene providing an all around high-quality experience.



Item #	Dispensers	Refills
2083281	<b>Tork Pop-Up Bracket Dispenser</b>	510176 Tork Cleaning Cloth
655300	<b>Tork Small Bracket Wiper Dispenser</b>	520350 Tork Industrial Cleaning Cloth
570058	<b>*Tork Hygiene Stand, Sanitizer bottle bracket #570068 for Stand also available</b>	4002170 Tork Alcohol Foam Sanitizer
571608	<b>*Tork Elevation Foam Skincare Automatic Dispenser with Intuition Sensor S4</b>	4002170 Tork Alcohol Foam Sanitizer

## Product Recommendations for Office Buildings

### Offices, Conference Rooms and Reception

Tork systems are designed for environments with high demands on hygiene and cost control to create a more hygienic environment, while improving the image of your facilities.



Item #	Dispensers or Products	Refills
559028A	<b>Tork Centerfeed Dispenser</b>	121201 Tork Advanced Soft Centerfeed Hand Towel, 2-Ply, White
655300	<b>Tork Small Bracket Wiper Dispenser</b>	192291 Tork Odor Resistant Foodservice Cleaning Towel

### Breakrooms, Cafeterias and Cafes

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 or Products	Refills
7232000	<b>Tork Xpressnap Fit® Tabletop Napkin Dispenser</b>	DX800 Tork Xpressnap FIT Advanced White Dispenser Napkin DX806E Tork Xpressnap Fit Advanced Natural Dispenser Napkin
7432000	<b>Tork Xpressnap Fit® Countertop Napkin Dispenser</b>	DX800 Tork Xpressnap FIT Advanced White Dispenser Napkin DX806E Tork Xpressnap Fit Advanced Natural Dispenser Napkin
552538	<b>Tork PeakServe® Mini Continuous Hand Towel Dispenser</b>	105065 Tork Advanced PeakServe Continuous Hand Towel
571608	<b>*Tork Elevation Foam Skincare Automatic Dispenser with Intuition Sensor S4</b>	401211 Tork Extra Mild Foam Soap
440245A	<b>Tork Industrial Paper Wiper, Pop-Up Box</b>	
520371	<b>Tork Industrial Cleaning Cloth, Handy Box</b>	

\*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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