

Safe at Work: COVID-19 Foodservice Toolkit



We're here to help.

The COVID-19 outbreak has profoundly impacted your operations. As consumers practice "social distancing" and stay home per public health officials' recommendations, you have had to quickly pivot business models, whether that means reducing operating hours, shutting down in-restaurant dining, or only offering takeout, drive-through and delivery services.

As the leading global professional hygiene brand, we're here to help. Our professional hygiene knowledge helps keep your employees and customers safe and reassured, both through the immediate crisis and beyond. We've developed this toolkit with our recommendations on how to make hand hygiene a priority in your food service operation. We hope you find the information in this toolkit both relevant and useful.

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

Sincerely,

Hanneke Kuipers
Marketing Director – Foodservice
Essity Professional Hygiene



COVID-19

Hygiene is always of the utmost importance when handling, distributing and serving food. This responsibility has taken on even greater significance for the restaurant industry as COVID-19 continues to spread around the world. To prevent any avoidable pressure on our already strained healthcare systems, we must now serve our communities by taking the necessary steps to protect them from not only foodborne illnesses, but also the novel coronavirus.

COVID-19 can spread in your restaurant between employees and customers through droplets produced when an infected person coughs or sneezes, or through contaminated surfaces or objects. But your foodservice operation can help reduce the risk of a COVID-19 outbreak by reviewing with team members the importance of regular hand hygiene and routine disinfecting procedures with a special focus on the virus that causes the disease.

This toolkit provides you with the resources needed to help reinforce best practices in your restaurant during this outbreak and beyond.



How can COVID-19 spread in your restaurant?



**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

If your restaurant continues to operate amid COVID-19, it's essential to place an increased focus on frequent and proper handwashing to protect your staff and customers. Recommendations for handwashing in foodservice operations have only become more critical as a result of the pandemic. Your team should wash their hands after:

- Using the restroom
- Leaving and returning to the kitchen and prep areas
- Taking out garbage
- Handling cleaning solutions
- Eating, drinking, smoking or chewing gum or tobacco
- Handling raw meat, poultry or seafood
- Touching the body or clothing
- Sneezing, coughing, or using a tissue
- Handling money
- Before putting on gloves and after removing them

Ensure that handwashing stations are always stocked with soap and paper hand towels. Below are resources to reinforce proper hand hygiene techniques within your foodservice 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](#)



Tork Clean Care

Hygiene tips for food service staff

Wash your hands!

5 steps for effective handwashing

1. Wet hands and arms
2. Apply Tork soap – be sure to dispense enough to cover both hands
3. Scrub hands and arms vigorously for 20 seconds
4. Rinse hands and arms thoroughly with water for 20 seconds
5. Dry hands and arms with a single use Tork paper towel

Hygiene tips for foodservice staff

[Download](#)





Think ahead.

Hygiene beyond handwashing

Personal hygiene is crucial when working with food and especially during the COVID-19 outbreak. While proper hand hygiene is critical, other aspects of personal hygiene should also be considered.

1. Hair should be covered when preparing or handling food and tied back when serving.
2. Change work clothes daily. Staff should not use their work clothes outside of the facility, and machine-washable garments should be washed with hot water to kill any bacteria or viruses.
3. Do not wear jewelry, wristwatches or nail polish. If employees' skin is cracked or wounded, they should use gloves when handling food.
4. Towels can harbor unwanted microbes that can easily transfer to food either directly or via hands. If towels are used, ensure these are washed frequently and replaced if visibly dirty. Chef or kitchen towels should not be used for drying clean hands; use paper towels instead.

When possible, provide personal protective equipment (PPE) such as face masks, hair nets and disposable gloves for staff. Staff should not work if they are experiencing any COVID-19 symptoms. Allow your employees enough recovery time after sickness.



"Gloves may be used by food workers but must be changed frequently and hands must be washed between glove changes and when gloves are removed. Gloves must be changed after carrying out non-food related activities, such as opening/closing doors by hand, and emptying bins. Disposable gloves should not be used in the food work environment as a substitute for handwashing. The COVID-19 virus can contaminate disposable gloves in the same way it gets onto workers' hands."

—World Health Organization

Surface cleaning

To help reduce the spread of COVID-19, restaurants must continue to follow routine cleaning and sanitizing recommendations for high-touch surfaces, including:

- **Back of house:** Door handles, light switches, dispensers, food contact surfaces, hand contact surfaces, sink faucets and handles and utensils.
- **Front of house:** Door handles, light switches, dispensers, sneeze guards, menus, tables and chairs, countertops, takeout counter and register/credit card machines.
- **Bathrooms:** Door handles, light switches, dispensers, sink faucets and handles, toilet seats and flushers.

Create a clear protocol for employees to follow and schedule frequent cleanings throughout the day as people may be able to contract COVID-19 by touching surfaces contaminated with the virus. Studies suggest that the virus can live on surfaces from a few hours to several days.

Below are some resources to help ensure your restaurant remains clean and hygienic to reduce the spread of COVID-19.



Resources

Cleaning vs. Sanitizing

There's a big difference between cleaning and sanitizing. Cleaning removes food and other types of soil from a surface such as a countertop or table. Sanitizing reduces the number of pathogens on the same surface to safe levels. So be thorough, cleaning and sanitizing must be a 3-step process.

1. SCRAPE OR REMOVE FOOD FROM THE SURFACE
2. WASH THE SURFACE
3. RINSE THE SURFACE
4. SANITIZE THE SURFACE
5. ALLOW THE SURFACE TO AIR DRY

WHEN TO CLEAN & SANITIZE

Everything in your operation must be kept clean, but any surface that comes into contact with food must be cleaned AND sanitized. These surfaces must be washed, rinsed, and sanitized:

- Each time you use them.
- When you are interrupted during a task.
- After handling different types of foods and ingredients.
- When you begin working with a different type of food.
- As often as possible, but at least every four hours if both are in constant use.

For more information and resources on food safety visit foodsafetyfocus.com

ServSafe

Cleaning vs. sanitizing (via National Restaurant Association)

[Download](#)

COVID-19 and food safety: guidance for food businesses

Interim guidance
7 April 2020

Background

The world is facing an unprecedented threat from the COVID-19 pandemic caused by the SARS-CoV-2 virus, which is in the COVID-19 state. Many countries are following the advice from the WHO (World Health Organization) regarding the introduction of physical distancing measures to slow the virus's spread. However, the virus has been found in the droplets of many humans, animals, and surfaces of vehicles, and continues to spread via food and packaging. For example, touching food, food packaging, and food contact surfaces can help spread the virus. Therefore, it is important to ensure that food and food packaging are safe for consumption. This document provides guidance on how to ensure food and food packaging are safe for consumption.

Potential transmission of COVID-19 via food

It is highly unlikely that people can contract COVID-19 from food or food packaging. COVID-19 is a respiratory virus and the primary transmission route is through person-to-person contact and through direct contact with respiratory droplets generated when an infected person coughs or sneezes. There is no evidence that food or food packaging plays a role in the transmission of COVID-19. However, food and food packaging can be contaminated with the virus. This contamination can occur through direct contact with an infected person or through indirect contact with a contaminated surface. Therefore, it is important to ensure that food and food packaging are safe for consumption.

Recommendations

It is important for food businesses to maintain personal hygiene measures and practice physical distancing in food service and food packaging operations. Food businesses should ensure that food and food packaging are safe for consumption. This includes ensuring that food and food packaging are kept at safe temperatures, are properly stored, and are handled in a hygienic manner. Food businesses should also ensure that food and food packaging are not contaminated with the virus. This includes ensuring that food and food packaging are not touched by an infected person or a contaminated surface. Therefore, it is important to ensure that food and food packaging are safe for consumption.

COVID-19 and food safety: guidance for food businesses (via WHO)

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Dispenser placement recommendations

As you continue to operate during the COVID-19 pandemic, reinforce proper hand hygiene through optimal dispenser placement. Here are some guiding principles for areas in your restaurant.

1 Entrances
Provide employees and customers picking up orders the opportunity to practice good hygiene with hand hygiene stands at restaurant entrances. Post visible notices that promote proper hand hygiene and physical distancing.

2 Kitchen
Ensure there are fully stocked dispensers for soap and paper towels at handwashing sinks and smaller hygiene dispensers at individual workstations for easy access. Touch-free dispensers can reduce contamination and the spread of germs.

3 Kitchen exit
Keep a dispenser filled with white disposable towels and cleaning supplies by the kitchen door to encourage regular wiping down of the front counter where customers may be picking up orders during the pandemic. Also, place hand sanitizer dispensers at all doors to back-of-house rooms.

4 Front counter
Place hand sanitizer dispensers near the front counter to promote hand sanitizing between customer pickup transactions, especially those that involve cash, which is known to spread germs. Provide one-at-a-time napkin dispensers, so customers touch only the napkins they take.

5 Restrooms
Ensure you have enough dispensers for soap, towels, tissues and hand sanitizer. Restock them regularly. Touch-free dispensers reduce touchpoint surfaces, and hand sanitizer dispensers further encourage personal hygiene during the pandemic. Providing tissues for coughing or sneezing into can help prevent the spread of pathogens.

6 Waste Bins
Place covered waste bins near all dispensers to avoid paper towel waste and cross-contamination. Also, place waste bins by doors, so paper towels can be used to open the door and then thrown out to reduce contamination.



Product Recommendations for Foodservice Establishments

Front of House

One-at-a-time dispensing not only reduces waste, it means guests only touch what they use and get a fresh napkin each time. Providing hand hygiene products at high-touch areas encourages good hand hygiene practices and helps stop the spread of infection.



| Item # | Dispensers or Products | Refills |
|---------|---|---|
| 7232000 | Tork Xpressnap Fit® Tabletop Napkin Dispenser | DX800 Tork Xpressnap Fit Advanced White Dispenser Napkin DX806E Tork Xpressnap Fit Advanced Natural Dispenser Napkin |
| 7432000 | Tork Xpressnap Fit® Countertop Napkin Dispenser | DX800 Tork Xpressnap Fit Advanced White Dispenser Napkin DX806E Tork Xpressnap Fit Advanced Natural Dispenser Napkin |
| NC7180P | Tork LinStyle® Dinner Napkin, 1/8 Fold (Custom print available) | |
| NP5240C | Tork Soft Dinner Napkin, 1/4 Fold (Custom print available) | |
| 571608 | *Tork Elevation Foam Skincare Automatic Dispenser with Intuition Sensor S4 | 4002170 Tork Alcohol Foam Sanitizer |
| 570058 | *Tork Hygiene Stand, Sanitizer bottle bracket #570068 for Stand also available | 4002170 Tork Alcohol Foam Sanitizer |

Wiping and Cleaning

Our cleaning cloths are durable and heat resistant and can be used for multiple purposes both in and outside the kitchen, while the different colors make it easy to prevent cross-contamination.



| Item # | Dispensers or Products | Refills |
|---------|---|---|
| 559028A | Tork Centerfeed Dispenser | 121201 Tork Advanced Soft Centerfeed Hand Towel, 2-Ply, White |
| 655300 | Tork Small Bracket Wiper Dispenser | 192291 Tork Odor Resistant Foodservice Cleaning Towel, 192292 Tork Odor Resistant Foodservice Cleaning Towel, 192293 Tork Odor Resistant Foodservice Cleaning Towel |

Product Recommendations for Foodservice Establishments

Handwashing in Kitchens and Restrooms

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 or Products | Refills |
|---------|---|--|
| 5511282 | Tork Matic® Hand Towel Roll Dispenser - with Intuition™ Sensor | 290089 Tork Advanced Matic Hand Towel Roll |
| 552538 | Tork PeakServe® Mini Continuous Hand Towel Dispenser | 105065 Tork Advanced PeakServe Continuous Hand Towel |
| 571608 | *Tork Foam Skincare Automatic Dispenser | 401211 Tork Extra Mild Foam Soap, |

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 or Products | Refills |
|---------|--|--|
| 473208 | Tork Elevation Coreless High Capacity Bath Tissue Dispenser | 472880 Tork Advanced Coreless High Capacity Bath Tissue Roll |
| 5555290 | Tork Twin Mini Jumbo Bath Tissue Roll Dispenser | 12024402 Tork Advanced Mini Jumbo Bath Tissue Roll, 2-Ply |
| 1951001 | Silhouette® Toilet Seat Cover Dispenser | TC0020 Tork Universal Toilet Seat Cover, 1/2 Fold |

*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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