

# Safe at Work: COVID-19 Government Organizations Toolkit



## We're here to help.

During this time of crisis, government organizations are challenged with keeping their national and local operations running through these difficult times, while keeping their staff and the public healthy. Incremental measures need to be taken to reduce the likelihood of infection, such as providing guidelines and advice in line with health officials' recommendations, ensuring a supply of necessary products for hygiene and cleaning, as well as implementing measures when meeting new visitors.

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 staff stay well and keep critical infrastructure running.

We hope you can stay healthy and safe and continue running the essential operations that are ensuring the safety, health and well-being of our society.

Sincerely,

Anna Königson Koopmans  
Marketing Director – Government organizations  
Essity Professional Hygiene



## COVID-19

COVID-19 can spread in your government facility between employees and visitors through droplets produced when an infected person 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 organization during this outbreak and beyond.



### How can COVID-19 spread in your government 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

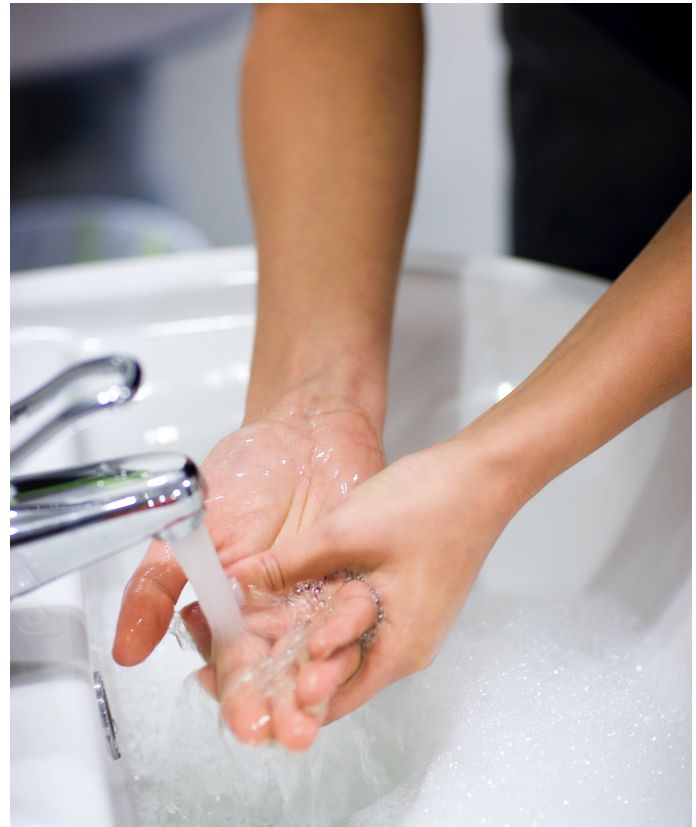
During the ongoing COVID-19 outbreak, it's more important than ever to practice proper hand hygiene in your government facility.

In a government organization, we touch multiple surfaces – like our keyboards, computer mice and phones – that can be contaminated with a pathogen such as COVID-19. Employees and visitors 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 rubbish

Ensure that you provide your employees and visitors 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 and visitors.



## Resources

**Handwashing procedure**

Wash your hands with soap, water and paper towel

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

**Handwashing procedure**

[Download](#)

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**Hand Sanitizing**

Disinfect your hands

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

**Hand sanitizing**

[Download](#)

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## Surface cleaning

Workers in your government facility may catch COVID-19 by touching surfaces contaminated with the novel coronavirus, so high-touch surfaces must be frequently disinfected to help reduce the spread of infection. Here are some tips for cleaning the different areas within your facility:

- **Reception:** Wipe high-touch surfaces such as door handles, touch screens and elevator buttons regularly. Keep wiping solutions close by to make cleaning a swift and smooth task.
- **Office:** Clean shared high-touch equipment such as keyboards, computer mice and phones.
- **Restrooms:** Begin cleaning less dirty surfaces and end with cleaning the toilet and the floor. Use more than one wipe to prevent spreading germs between surfaces. Mops and sponges can harbor large numbers of microorganisms so cleaners should consider disposable solutions.
- **Breakrooms:** To make cleaning as hygienic as possible, focus on the least dirty surfaces and end with cleaning the floor. Greasy or oily surfaces need to be cleaned with hot water and professional cleaning detergents before being sanitized.

Below are some additional resources to help you ensure that your government facility remains clean and hygienic during the COVID-19 outbreak.



## Resources

**70%**  
of offices in the  
UK today have  
open floor plans

**Open plan offices have both**  
**upside and downsides**

Over 70% of offices in the UK and 72% in the US today have open floor plans, and this trend is expected to continue. Open offices have several advantages in a globalised environment, they can require a higher level of experience and a stronger hygiene strategy with visitors and staff in the building, offer an environment where there should be constant feedback (the number of people working in an office and the size of the demands that it addresses)<sup>1</sup>

<sup>1</sup> "The 10 most possible reasons to start a new office space" <http://www.office.com/ideas/10-reasons-to-start-a-new-office-space/>

<sup>2</sup> "Study: Remote Work Is Surging in 2020" <http://www.pewresearch.org/remote-work/>

<sup>3</sup> "The New Office: How to Design for the Future" <http://www.pewresearch.org/remote-work/>

<sup>4</sup> "The New Office: How to Design for the Future" <http://www.pewresearch.org/remote-work/>

<sup>5</sup> "The New Office: How to Design for the Future" <http://www.pewresearch.org/remote-work/>



<sup>6</sup> "The New Office: How to Design for the Future" <http://www.pewresearch.org/remote-work/>

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<sup>10</sup> "The New Office: How to Design for the Future" <http://www.pewresearch.org/remote-work/>





## 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 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 achieved.
  - ☐ Make sure the floor using a sustainable cleaning solution, with special attention to areas around the toilets and sinks. To reduce cross-contamination consider disposable cleaning options.
- ☐ Dwell 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](http://torkusa.com)

# Tork cleaning for health checklist

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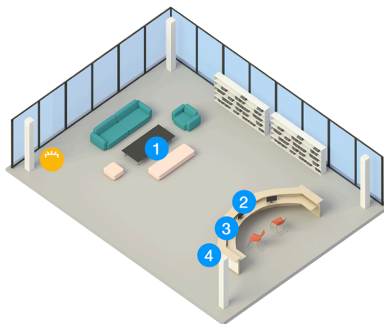
**Guidance on Preparing  
Workplaces for COVID-19**

# Dispenser placement recommendations

As you continue to operate during the COVID-19 outbreak, 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 and visitors should not have to go out of their way to access those dispensers. While we understand that every facility is unique, here are some guiding principles for areas in your government facility.

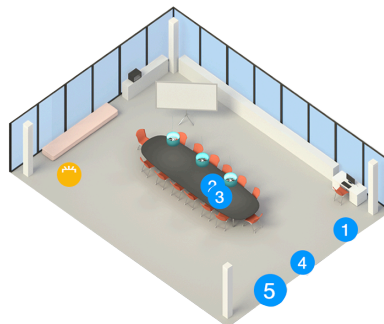
## Customer Facing Areas

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



## Conference rooms

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



## Office areas

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



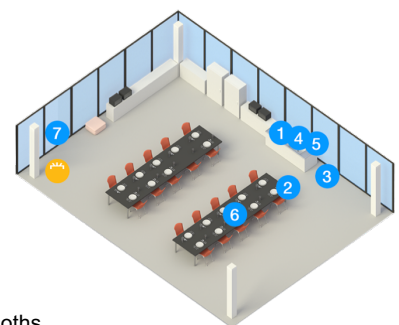
## Restrooms

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



## Breakrooms and kitchenettes

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



## Office hygiene

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

[Learn more](#)

## Product Recommendations for Government Organizations

### 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,<br>401701 Tork Extra Mild Foam Soap |
| 571508  | <b>*Tork Foam Skincare Manual Dispenser</b>                                       | 401211 Tork Extra Mild Foam Soap,<br>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 Government Organizations

### 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<br>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<br>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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