



## Tork Site Safety Guide for Manufacturing

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A guide to navigating the new  
normal within manufacturing facilities



Think ahead.





## A Message from Tork

Manufacturing undoubtedly plays a critical role in the economy and maintaining supply chains. As manufacturers begin to reopen their facilities, it is important that we work together to safely and responsibly continue production of essential and non-essential items that fulfill the needs of our communities, all while prioritizing the health and wellbeing of employees.

To achieve this, collaboration is critical. In this spirit, Tork has developed this guide to offer insights from our first-hand experience. By working closely with trade unions, industry bodies, and public health officials, we have outlined the practical steps Tork has taken to address workplace safety and hygiene concerns across our manufacturing sites. Although these guidelines should not be used in place of local, regional or national mandates, they can serve as concrete examples for how new safety protocols can be effectively incorporated into daily operations to protect employee health.

It is our hope that in sharing these measures and best practices guided by World Health Organization (WHO) recommendations\*, our peers and customers across the manufacturing industry can further promote hygienic work environments and reopen facilities safely. The road ahead may be uncertain, but together, we will secure the new hygiene standard.

Best wishes,  
Jenny Turner



**Jenny Turner**

Marketing Director – Manufacturing  
Essity Professional Hygiene

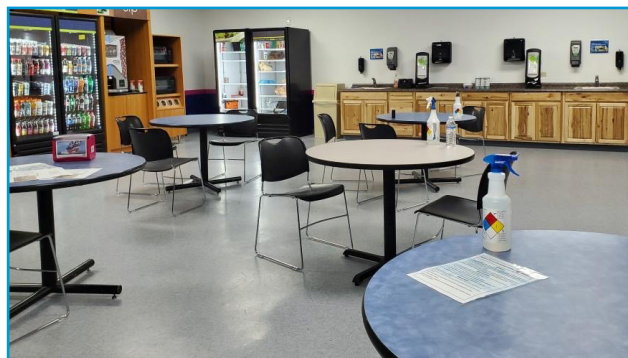
# Safety Guidelines

## Social Distancing Rules

1. Keep proper physical distance (2 metres / 6 feet) between co-workers in the facility.
2. All efforts should be followed to prevent employees from working in close proximity, but this may be unavoidable for certain critical tasks. If a task requires employees to work within 2 metres or 6 feet of one another, employees must wear either a face shield or closely fitting safety glasses and a face mask / covering.
3. Where work stations cannot be moved and in instances where social distancing isn't feasible, consider other options, such as implementing plastic shields or dividers as an additional barrier between employees on production lines.
4. Avoid handshaking or any other close-contact activities that interfere with or prevent social distancing within your manufacturing facility.



Where work stations cannot be adjusted consider implementing plastic shields as an additional barrier between employees



Create zones in break rooms, cafeterias, meeting rooms to maintain social distancing requirements.

## High-Traffic Areas and People Flow

1. Use door stops to keep high traffic/commonly-used doors open, when safe to do so.
2. Encourage employees to use one door for entering rooms, and another for leaving to avoid close contact of colleagues coming and going.
3. Create zones in break rooms, cafeterias, meeting rooms and other common areas that are typically high-traffic to maintain social distancing requirements.

## QUICK TIPS

2 metres  
6 feet



Keep proper physical distance between co-workers in the facility.



Use door stops to keep high traffic/commonly-used doors open, when safe to do so.



Encourage employees to use one door for entering rooms, and another for leaving

For additional information on keeping your facility safe, visit [tork.co.uk/cleancaremanufacturing](https://tork.co.uk/cleancaremanufacturing)

\*Practices and protocols may vary by region and location.

# Safety Guidelines



A face covering, such as a face mask, or other appropriate face covering, is recommended to be worn whenever possible in shared areas within the workplace.

## Personal Protective Equipment (PPE)

1. Based on local guidelines, a face covering, such as a face mask or other appropriate face covering, is recommended to be worn whenever possible in shared areas within the workplace.
2. Consider different mask types based on your facility's needs.
3. For tasks where 2 workers need to work within 2 metres or 6 feet, employees must wear either a face shield or closely fitting safety glasses and a face mask / covering.
4. For employees using reusable masks or face coverings, their PPE should be cleaned regularly and should not be shared.
5. Gloves should be worn to bolster hand hygiene, but do not replace frequent hand-washing requirements.
6. Glasses are effective in limiting hand-to-eye contact (in combination with appropriate mouth + nose coverings), but do not fully prevent the transmission of airborne droplets containing pathogens.

## Signage

1. Use visual cues to reinforce the ongoing education of hand hygiene best practices. This is especially helpful for workers on long shifts, as these cues keep hand hygiene top of mind.
2. Place signage in workstation, high-traffic and designated sanitization areas to strengthen hand hygiene compliance and protocols across your facility.



Place signage in workstation, high-traffic and designated sanitization areas to strengthen hand hygiene compliance.

## QUICK TIPS



A face mask is recommended to be worn whenever possible in shared areas within the workplace.



Gloves may be used to bolster hand hygiene, but do not replace frequent hand-washing requirements.



Use visual cues to reinforce the ongoing education of hand hygiene best practices

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# Cleaning Protocols

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## Hand & Respiratory Hygiene

1. Employees should wash their hands frequently (or use hand sanitizer containing at least 70% alcohol\* when hand washing isn't feasible and hands aren't visibly soiled). Each time, employees should dedicate at least 40 seconds to this routine
2. Respiratory hygiene is equally as important. Use paper towels or tissues to cover sneezes and coughs and discard them in covered waste bins afterward.

## Hygiene Stations

1. Location and accessibility of hygiene products and hand-washing stations are critical to ensure hand hygiene compliance.
2. Place sanitizing stations throughout walking routes and corridors to ensure accessibility for staff on-the-go.



Alcohol solutions with at least 70% alcohol should be effective to disinfect and clean surfaces.



Place sanitizing stations throughout walking routes and corridors to ensure accessibility for staff on-the-go.

## Increased Cleaning

1. Surfaces should be cleaned and disinfected at least once per shift, and more frequently for high-traffic periods and areas.
2. Diluted bleach solutions, alcohol solutions with at least 70% alcohol\*, and most common locally-registered household disinfectants should be effective to disinfect and clean these surfaces.
3. Encourage employees to clean and disinfectant common touch points, such as tables, chairs, HMI's (human and machine interface) and keyboards, in communal areas before / after use and at the beginning /end of every shift. Employees should have easy access to disinfectants and cleaning solutions to ensure they're able to maintain hygiene practices.

### QUICK TIPS



Employees should wash their hands frequently for 40 seconds.



Surfaces should be disinfected at least once per shift, and more frequently for high-traffic periods and areas.



Accessibility of hygiene products and hand-washing stations are critical to ensure hand hygiene compliance.

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# Employees First



Temperature checks should be implemented ahead of reopening to reduce the risk of virus spread both inside and outside of your facility.

## Employee Training

1. Conduct training sessions so that employees are educated on and aware of symptoms. For a full list of symptoms visit the European Centre for Disease Prevention and Control (EU) or Centers for Disease Control and Prevention (U.S.) websites, based on your operating facility's location.
2. Implement additional video training sessions to ensure employees know how to properly put on and remove PPE safely before entering the workplace.
3. Provide guidance to employees, so that they know what to do in the event a confirmed case in your facility occurs (e.g., safely and securely putting on PPE, leaving the facility, and alerting the appropriate operations / HR teams).

## Preparedness & Safety

1. Establish and maintain transparent communication with employees and your community to ensure your staff is well informed and up to date on the latest protocols and procedures before returning to the workplace.
2. Other safety measures, such as contact tracing and temperature checks, should be implemented ahead of reopening to reduce the risk of virus spread both inside and outside of your facility.



Provide guidance to employees, so that they know what to do in the event a confirmed case in your facility occurs (e.g., safely and securely putting on PPE, using an isolation room to quarantine infected staff, leaving the facility, and alerting the appropriate operations / HR teams).

## QUICK TIPS



Establish transparent communication to ensure your staff up to date on the latest protocols



Contact tracing and temperature checks should be implemented.



Conduct training sessions so that employees are educated on and aware of symptoms.

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