



**SECURE THE
NEW NORMAL
IN HYGIENE**

Manufacturing Toolkit



We're here to help.

Today we live in a world with a new hygiene standard, where people want to feel confident and secure about hygiene.

Tork has been committed to improving hygiene for more than 50 years at work and away from home, with our focus on developing and producing complete hygiene and deep cleaning solutions.

In this guide, we share our expertise with you and provide guidelines on how to execute appropriate hand hygiene and surface cleaning within your work environment to protect the well-being of your staff.

Together we can secure the new normal in hygiene and keep business running.

Yours sincerely,

Eustra Drakos
Category Manager Industrial, Dining & Tableware
Tork Professional Hygiene



Improve hygiene

Viruses and infections can 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 can help protect their employees from viruses and infections. Following proper hand hygiene protocols, frequent cleaning and disinfecting procedures and implementing operational measures in your facility are paramount to reduce the spread of infection, germs and bacteria.

How can viruses and infections 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 or
infection on it, then
touching your mouth,
nose, or eyes

Resources

Tork Product Recommendations

TORK
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Food Processing

Are your hygiene practices meeting safety standards?

Tork is the **#1** Professional hygiene brand in the world*

Tork is one of the only wipe brands with HACCP food contact certification

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Tork Wiping & Cleaning Range

Wiping, cleaning and polishing products designed to get the job done

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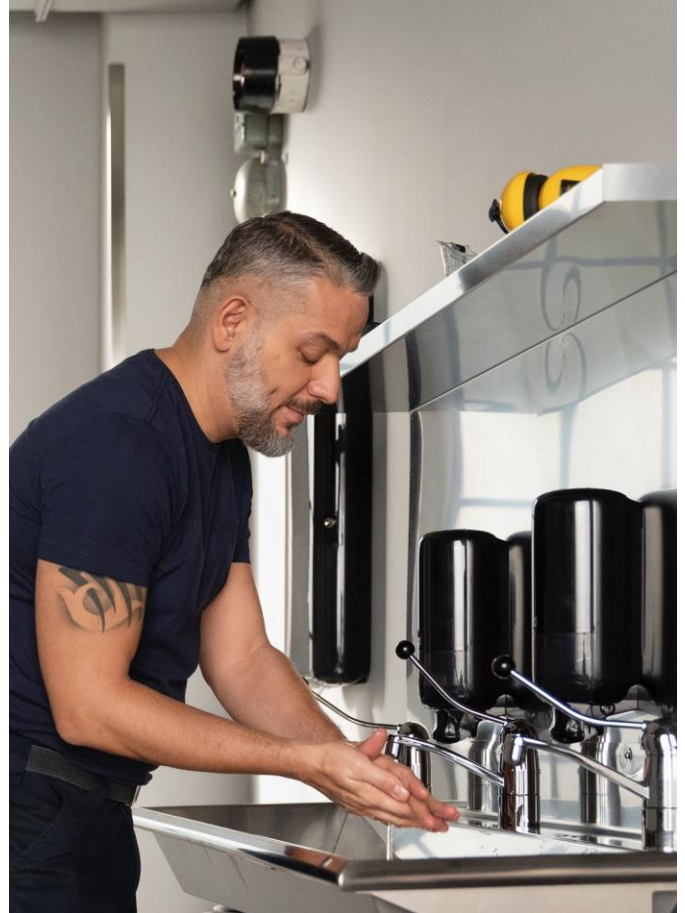
Hand hygiene

It is important to place an increased focus on frequent and proper hand washing and hand sanitising to protect your employees. You can improve adherence to regular hand washing 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 washroom
- When moving from one zone to another
- After disposing of rubbish
- After eating or drinking
- After removing protective gloves
- After sneezing, coughing or using a tissue

You should only use hand sanitiser if soap and water are not available for hand washing. Thoroughly drying hands with single-use paper towel will also help prevent the spread of germs and bacteria.

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

SECURE THE NEW NORMAL IN HYGIENE Hand washing procedure

Wash and dry your hands thoroughly for at least 60 seconds with soap, water and paper towel

- 1 Wet hands and arms to wrists and forearms
- 2 Rub hands together to create a lather
- 3 Scrub against each other for 20 seconds
- 4 Rub the back of your right hand with the palm of your left hand
- 5 Rub palm together with fingers interlaced
- 6 Rub knuckles together with fingers extended
- 7 Rub back of fingers against palm of opposite hand
- 8 Rub the back of your right hand with the palm of your left hand
- 9 Remember to wash the wrists
- 10 Rinse hands and arms thoroughly with water
- 11 Dry hands and arms with single-use paper towel

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Hand washing procedure

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SECURE THE NEW NORMAL IN HYGIENE Hand sanitising procedure

Disinfect your hands thoroughly for at least 30 seconds

- 1 Dispense sanitizer
- 2 Ensure you have enough sanitizer on hands and arms
- 3 Rub hands together
- 4 Rub the back of one hand against the palm of the other then vice versa
- 5 Rub palms together with fingers interlaced
- 6 Rub back of fingers against palm of opposite hand
- 7 Rub each thumb by clasping the palm of the other hand
- 8 Rub the back of one hand against the palm of the other
- 9 Remember to sanitize the wrists
- 10 Allow to air dry

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Hand sanitising procedure

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Implementing operational measures

To ensure best practice hygiene standards, reinforce proper hand hygiene and cleaning through optimal dispenser placement. Make sure to place hygiene equipment in easily visible and accessible areas where there's a natural flow of traffic. While we understand that every facility is unique, here are some guiding principles.

1 Allow time between shifts

Clean and disinfect working stations by allowing adequate time between shift changeovers.

2 Break out areas

Ensure proper cleaning and disinfection of break out areas such as canteens and locker rooms.

3 Set up zones and stagger workstations

Frequently clean and sanitise high touch point areas of operating equipment including control panels, handles and buttons.

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 Physical distancing

Limit physical interactions between workers, where possible by reviewing tasks and processes & modifying physical distancing where practical and safe.

6 Install portable dispensers

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



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