



**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**



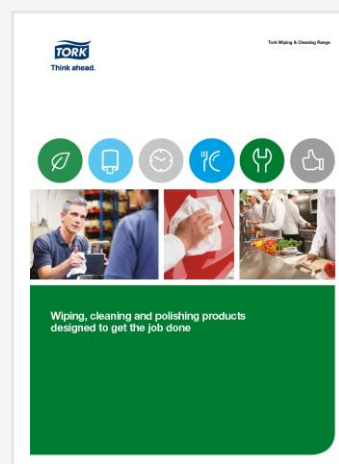
**Touching an object or
surface with the virus or
infection on it, then
touching your mouth,
nose, or eyes**

Resources

Tork Product Recommendations



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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

TORK Think ahead.

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

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Hand sanitising procedure

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CHECKLIST: Health, hygiene & facilities checklist

This checklist will assist you to implement health and hygiene measures at your workplace and do a review of your facilities. Don't forget to also check our COVID-19 website for additional measures for your industry.

Health & Hygiene practices

Educate workers on good health and hygiene practices

- Do your workers know how to come to work when they are unwell, even if they have to work?
- Look for signs of 'unwellness'? Are managers and supervisors modelling the correct behaviour in terms of a culture of supporting or not hands to be dismissed as a sign?
- Have you offered workers about the importance of hand washing?
- Have you offered workers on how to wash their hands with soap and water for at least 20 seconds and dry them correctly?
- Have you trained workers on how to correctly use alcohol-based hand sanitiser?
- Inform workers and others when they need to wash their hands. This includes:
 - before and after eating
 - after coughing or sneezing
 - after going to the toilet
 - after changing tasks
 - after touching potentially contaminated surfaces
- Inform workers of the following good hygiene measures to limit the spread of the virus:
 - cover coughs and sneezes with an elbow or a tissue
 - avoid touching the face, eyes, nose and mouth
 - dispose of tissues hygienically
 - wash hands before and after smoking a cigarette
- Clean and disinfect surfaces and shared equipment
- Wash face, hair including facial hair and clothes thoroughly every day
- Use more than 15 minutes away from others
- Don't share hands and avoid any other close physical contact where possible
- no eating
- put cigarette butts in the bin
- Can you set up automatic alerts on computer systems to remind workers about washing hands and good hygiene measures?
- Can you put in a system to provide for contactless transactions?
- Require workers to minimise contact with others where possible

See also: [COVID-19 checklist](#)

Hand washing & hand sanitising stations

- Are there an adequate number of hand washing and hand sanitising stations to sustain the increase in workers' practicing good hygiene? Consider:
 - the number of workers on site
 - any shift arrangements
 - entry and exit points
 - high traffic areas
 - the need for workers to wash their hands before, during or after the completion of a work task
 - the location of the workstation or work tasks. Will workers be located outside away from common facilities such as bathrooms?

Coronavirus COVID-19 **safe work australia**

Health & hygiene checklist, SafeWork

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Surface cleaning and disinfecting

To prevent the spread of viruses and infections, here are some considerations for cleaning and disinfecting your manufacturing facility:

- Observe operators during shifts to assess touchpoints and develop a checklist of surfaces to be cleaned between shift changes based on this study.
- Increase cleaning and disinfection frequency of high-touch surfaces such as tables, door handles, light switches, control panels, computers, handrails, elevator buttons, toilets, tapware, sinks, machine controls, equipment handles and shared tools.
- Use a registered disinfectant product known to be effective in killing germs and bacteria.
- Follow label instructions on the product for safe and effective use, including precautions, especially in food manufacturing areas.
- Wear gloves when cleaning, particularly when using disinfectants. After cleaning, discard gloves, wash hands and dry hands with a single-use paper towel.
- Train employees on how to properly clean and sanitise the surfaces in your facility.

Below are some tools to help you ensure that your manufacturing facility remains clean and disinfected.



Resources

The image shows a document header with the Coronavirus COVID-19 logo and a date stamp of 14 April 2020. The main title is 'Food processing and manufacturing: Minimising the risk of exposure to COVID-19'. The document lists several key points:

- The model Work Health and Safety (WHS) laws require employers to take care of the health, safety and welfare of their workers and others at the workplace. This includes:
 - providing and maintaining a work environment that is without risk to health and safety;
 - adequate and accessible facilities for the welfare of workers in carrying out their work;
 - and monitoring the health of workers and the conditions of the workplace for the purpose of preventing risks to injury.
- As an employer, you must identify risks at the workplace, and where possible eliminate or minimise those risks.

 The document then states: 'Food processing and manufacturing workers are at risk of exposure to COVID-19'. It explains that food processing and manufacturing is an essential element of the food supply chain and workers need to maintain production to ensure the availability of food for the community. Due to the nature of the work, many workers cannot work from home and must continue to interact with others and other persons in their workplaces. Workers and other persons in close proximity to one another increases the risk of exposure to COVID-19. To reduce this exposure, measures need to be taken to keep workers in close physical contact apart of at least 1.5 metres. The document also mentions that employers should ensure that workers are not exposed to any other risks that may be present in the workplace. The case study of a supermarket chain measures used in shops to designate for work.

www.gov.au/coronavirus

Safe work australia

Coronavirus COVID-19
Coronavirus 28 April 2020

How to clean and disinfect your workplace

Summary to COVID-19
This document provides guidance on routine cleaning, and cleaning and disinfection following a case or suspected case of COVID-19 in a non-healthcare workplace.
It covers:

- 1.1 – Cleaning during the COVID-19 pandemic;
- 1.2 – Definitions
- 1.3 – Cleaning and disinfecting actions
- 1.4 – Checklist of standard procedures for cleaning
- 1.5 – Recommended cleaning by surface
- 1.6 – Recommended cleaning by item
- 1.6.1 – General
- 1.6.2 – Specialised electronic equipment
- 1.6.3 – Food
- 1.6.4 – Building and construction
- 1.6.5 – Recreational and logistics
- 1.6.6 – Transport


1.5.1 Cleaning during the COVID-19 pandemic
COVID-19 spreads through droplets spread produced when an infected person coughs or sneezes. It is more likely to spread by breathing in a droplet than from the virus in air and from touching that same droplet, even if that has dried. As a result, it is important to ensure that you are using appropriate cleaning and disinfecting measures for your workplace.
A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus.
It is highly recommended that workplaces are cleaned at least daily. More frequent cleaning may be required in some circumstances. For example, if your workplace operates in areas

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safe work controls


How to clean and disinfect your workplace, SafeWork

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Think ahead.

Tork cleaning for Industry checklist



Washroom and Locker Room Cleaning

- ☐ Clean and sanitise gloom and allow. Also gloves for changing procedures. Clean gloves to be discarded properly after use. Empty washroom gloves. Use disposable gloves for cleaning and disinfecting surfaces of surface piece in the washroom.
- ☐ Empty rubbish and recycling bins. Rubbish bins and food waste require special care and availability of rubbish bins as needed.



Surface Cleaning


Clean and sanitise with a disinfectant every or daily using a disinfectant appropriate for each surface, applying these products to cleaned and high touch surfaces.

Clean and disinfect high touch surfaces:


☐ Washes and seating: Barbenches
☐ Shower tracks / handles
☐ Locker doors
☐ Light switches
☐ Mirrors
☐ Taps
☐ Stairs
☐ Machines controls
☐ Equipment panels

☐ Doors and sanitise all high touch surfaces with a disinfectant and registered disinfectant product. Use a new disposable glove for each area to reduce cross contamination.
☐ Rinsed all dispensers to ensure proper hygiene and hand washing practices can be achieved.
☐ Mix the foam, with special attention to areas around the toilet and sinks.

Tork cleaning for industry checklist



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Tork stand.

Tork surface hygiene

Secure the new normal in surface cleaning and disinfecting

These guidelines provide clear direction on when, how, what and where to do Tork surface cleaning and disinfecting. Nevertheless, contaminants can stay on surfaces and continue to be a threat for days if not immediately cleaned.

Prevent new germs



- Action after germs for cleaning/prevention. Disinfecting is not required. Disinfectant does not kill the germs. They should be reduced to prevent the germs from spreading.

- Disinfecting by disinfecting surfaces of contact areas in the waiting area.

- Use disinfectant through-out the entire area mentioned.

- Disinfect by spraying with a single-use nozzle for 30 seconds.

Clear surfaces



- Disinfect a previously cleaned germ-free surface and prevent germs from growing from any contamination.

- Only surfaces that are not used by any staff, detergent in their only in a disinfectant solution.

- Only surfaces that is visibly dirty by any staff should be cleaned. Disinfection of surface is not required.

Disinfect surfaces



- Disinfecting is the use of chemicals to kill germs and/or inactivate on surface.

- Use an approved disinfectant. Disinfectants with a long or short action time. Use one with a minimum of 10% alcohol.

- Always follow the manufacturer's instructions for use.

- Check product's expiration date. Disinfect chemicals may not perform effectively.

Routine cleaning & disinfecting

High-touch surfaces should be cleaned and disinfected regularly

- Tables
- Desks
- Light switches
- Handles
- Control buttons
- Stairs
- Elevator buttons
- Transport panes

Clear floor that disinfect

- One & Done
- Use surface on single side in 1 step of a disinfectant solution or disinfectant. Cleaned, disinfected & ready for use.

Secure the new normal in surface cleaning and disinfecting

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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.



SECURE THE NEW NORMAL IN HYGIENE



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