



Think ahead.

**SECURE THE
NEW NORMAL
IN HYGIENE**

Office 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 solutions and digital cleaning software.

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

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

Sincerely,

Robin Craigie
Marketing Manager Washroom
Tork Professional Hygiene



Prevent the spread

Viruses and infections can spread within your office between employees and visitors through droplets produced when an infected person coughs or sneezes. It may also spread through contaminated surfaces or objects.

Following proper hand hygiene protocols, practicing routine cleaning and disinfecting procedures, and optimising dispenser placement in your facility, can help reduce the spread of germs and bacteria. This toolkit provides the resources you need to help you reinforce best hygiene practices in your organisation.

How can viruses and infections spread in your office?



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

Hygiene issues in an open office environment

It is becoming increasingly evident that cleanliness and hygiene in the workplace is no longer just a matter of a nice to have, but a vital factor for productivity. With more and more offices converting to open concepts, people are socialising more frequently, sharing facilities and technology, and thereby being more hygienic than their parents. As many parents, especially younger generations, are also becoming more health conscious, ensuring a clean and safe work environment for employees becomes more important for possible recidive and current staff.

Offices are striving from one-size-fits-all to more flexible environments, this is leading to increased hygiene concerns and needs all around the world. New data from the global **Hygiene Issues in Office** (2021) and insights from the **Tork 2020 Hygiene Report** show that today's offices need to accommodate proactive hygiene solutions, enabling employees to take control over workplace hygiene. Here we look into the details and trends and dig deeper into how hygiene solutions can give a competitive edge in a market where others are still asleep.

Open plan offices have both upsides and downsides

Almost 70% of offices in the US and 73% in the UK today have open floor plans, and while open concept offices have several advantages in a collaborative environment, they do require a higher level of maintenance and a robust hygiene strategy with solutions adapted for the office environment.

A number of studies have found a correlation between the number of people working in a room and the level of disease risk to be contracted. "Half" of the office space during a virus, the most exposed they are to infectious diseases.

Hygiene issues in an open office environment

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The Value of Data-Driven Cleaning for the Facility Services Industry

Introduction

With the fourth industrial revolution upon us, the role of which technology elements seems to grow no bounds. The use of data and the concept of "Think it, calculate it, act on it" has become a reality in many industries, not least the facility services industry.

In the modern changing environment, which increasingly uses customer-generated data to enhance its services, companies are finding ways to gain better insights and more relevant insights. Companies that fail to do so risk becoming less competitive in the future.

As the facility services industry evolves and adapts to change, it must embrace the benefits of technology to enhance its services. Data-driven cleaning is one solution that enables businesses to adapt new forms of technology to enhance their operations and their strategies, helping them to stay competitive and engaged in the marketplace.

This paper focuses on data-driven cleaning, its value, and the effect it has on the facility services industry. It first discusses the major challenges facing facility services businesses today, and then focuses on the opportunities and value that data-driven cleaning brings to both service providers and clients.

The material of Tork is a technological revolution but more importantly it's driving a business revolution. Just as we've seen in other industries, having a reliable and safe work force that is well-maintained is critical to our success.

Celine Schmitt, CEO Director for Data, Artificial Intelligence, Advanced Analytics and IoT at Microsoft

It is not sufficient to just wash and we are adding new tools to challenge the way we work. Clean smart cleaning enables us to clean and maintain the environment we operate in.

John Deussen, Senior Global Category Buyer at Boston

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The Value of Data-Driven Cleaning for the Facility Services Industry

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Tork Product Recommendations for Offices

Does your office hygiene exceed expectations?

Take care of staff and visitors' health and hygiene

Improve efficiency and reduce maintenance

Take action to meet your sustainability goals

Download



Hand hygiene

The importance of hand hygiene is now widely understood, and offices must support and encourage proper hygiene.

Within an office facility you touch multiple surfaces – like keyboards, computer mice, printers and phones – that can be contaminated with bacteria. 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 clean well-stocked hand washing stations along with hand sanitisers placed in high touch and high traffic areas such as reception, kitchens, and meeting rooms.

You can promote proper hand hygiene in your office in several ways, including posting signs near the sinks, restrooms and other busy areas within the building. Below are some tools and information to encourage proper hand washing, drying and sanitising techniques among employees and visitors.



Jet air dryers spread up to 10x more germs²




The friction of drying with paper towels removes more bacteria than other methods.²

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




Hand washing procedure

[Download](#)

SECURE THE NEW NORMAL IN HYGIENE

Hand sanitising procedure

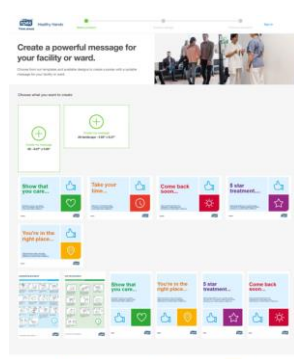
Disinfect your hands thoroughly for at least 30 seconds



Hand sanitising procedure

[Download](#)

Create a powerful message for your facility or ward.



Tork poster builder

[Learn more](#)

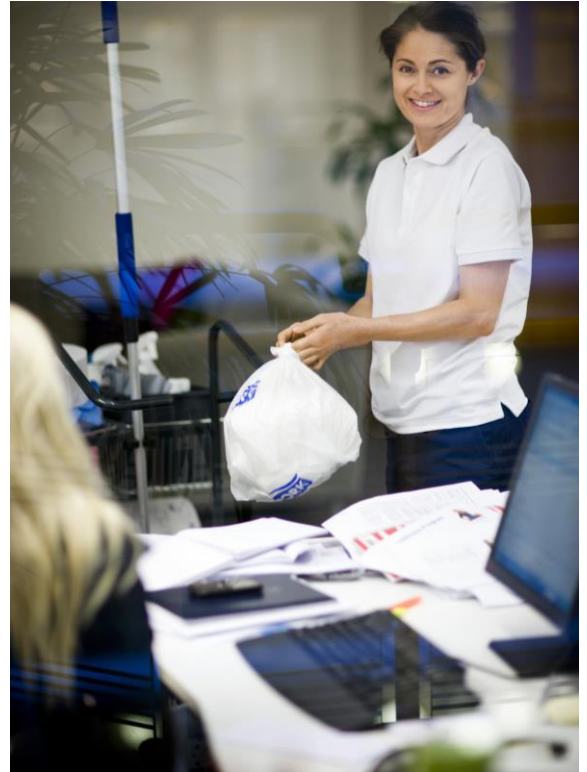
1. Redway K, Fawdar S. A comparative study of three different hand drying methods: paper towel, warm air dryer, jet air dryer. European Tissue Symposium (ETS). 2008.
 2. Best EL, Parnell P, Wilcox MH. Microbiological comparison of hand-drying methods: the potential for contamination of the environment, user, and bystander. J Hosp Infect. 2014 Dec;88(4):199-206.

Surface cleaning and disinfecting

Workers in your office facility may catch viruses and infections by touching surfaces that have been contaminated, so high-touch surfaces must be frequently cleaned and disinfected to help reduce the spread of infection. To effectively clean, it is recommended to use a disposable paper wiper. For disinfecting with chemicals, use a cleaning cloth which can hold and release the cleaning agents onto the surface. Here are some tips for cleaning the different areas within your facility:

- **Reception & Conference Rooms:** Wipe clean and disinfect high-touch surfaces such as door handles, touch screens and elevator buttons regularly. Keep wiping disinfectants and solutions close by to make cleaning a swift and smooth task.
- **Office Areas:** Clean and disinfect shared high-touch equipment such as keyboards, computer mice and phones.
- **Washrooms:** 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.
- **Kitchenettes & Breakrooms:** To make cleaning as hygienic as possible, focus on the cleaning dirty surfaces and cleaning the floor last. Greasy or oily surfaces need to be cleaned with hot water and professional cleaning detergents before disinfecting.

Below are some additional resources to help you ensure that your office remains clean and hygienic.



Resources

Getting your workplace ready for COVID-19

3 March 2020

1. Simple ways to prevent the spread of COVID-19 in your workplace

[Download](#)

Secure the new hygiene standard with surface cleaning and disinfecting

Routine cleaning & disinfecting

1. Always wear gloves

2. Clean surfaces

3. Disinfect surfaces

Guide to Tork surface cleaning solutions for offices

[Download](#)

Tork cleaning for office buildings checklist

Reception

Office areas

Tork cleaning checklist for offices

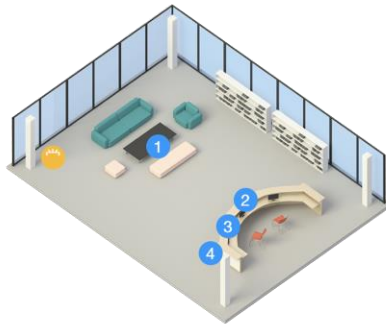
[Download](#)

Dispenser placement recommendations

To ensure best practice hygiene standards, 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 office facility.

Customer Facing Areas

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



Washrooms

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



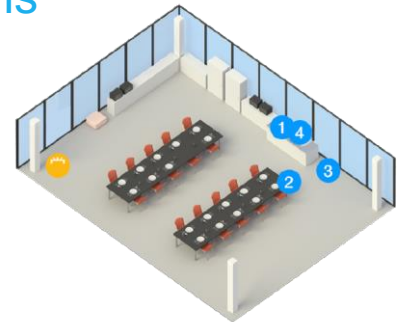
Conference Rooms

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



Kitchenettes & Breakrooms

- 1 Soap
- 2 Sanitiser
- 3 Waste bins
- 4 Hand towels



Office Areas

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



Office hygiene

For more information about the importance of hand hygiene and cleaning in your office, visit our interactive [“Office Hygiene”](#) resource page.

Contact Tork for a hygiene audit of your office.

[Learn more](#)

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