



Safe at Work: COVID-19 Office Building Toolkit



We're here to help.

In these unprecedented times, some regions remain in quarantine, while others are beginning to reopen after weeks of shutdown. We're still coming to terms with what society and workplaces will look like, and managers are concerned about keeping colleagues safe from COVID-19, while serving customers and core needs.

Facility managers are tasked with preparing office buildings for returning employees. They need to ensure they have the right equipment and products in place to institute a high standard of hygiene, as well as the right cleaning protocol to help remedy colleagues' concerns about infection.

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 colleagues stay well and keep your business operating.

We hope you can reopen your offices in a responsible and sustainable way, keeping yourself, your colleagues and customers healthy and safe.

Yours sincerely,

Anna Königson Koopmans

Marketing Director – Office Buildings

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Think ahead.

COVID-19

As office buildings begin to reopen, facilities staff are concerned about preventing the spread of COVID-19 and ensuring sick employees stay home. COVID-19 can spread through droplets produced when an infected employee coughs or sneezes. It may also spread through contaminated surfaces or objects.

But following proper hand hygiene protocols, practising routine cleaning and disinfecting procedures, and optimising 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 office during this outbreak and beyond.



How can COVID-19 spread in your office building?



**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

About 70% of offices today have open-plan seating, which makes it challenging to prevent the spread of the virus that causes COVID-19. In an office setting, we touch multiple surfaces – such as our keyboards, computer mice and phones – that can be contaminated with a pathogen.

That's why it's more important than ever to practise proper hand hygiene. Employees 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 with a clean, well-stocked hand-washing facility and hand sanitiser.

You can promote proper hand hygiene in your facility in several ways, including posting signs near the sinks, washrooms and other high-traffic areas in the facility. Below are some tools and information to encourage proper hand-washing and disinfecting techniques among employees.



Resources

Handwashing procedure

Wash your hands with soap, water and proper technique

For more information visit [tork.co.uk/tork-uk](https://www.tork.co.uk/tork-uk)

Handwashing procedure

[Download](#)

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Hand Sanitizing

Disinfect your hands

For more information visit [tork.co.uk/tork-uk](https://www.tork.co.uk/tork-uk)

Hand sanitising

[Download](#)

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- **Overall:** High-traffic areas with surfaces being touched often should be prioritised and cleaned frequently. Use disposable cleaning cloths and change them frequently. Make sure your cleaning staff have effective cleaning equipment and equipment to protect themselves. Make disposable wipes for cleaning available so employees can use to clean specific areas when needed.
- **Reception:** Wipe high-touch surfaces such as door handles, touchscreens and lift buttons frequently. Keep wiping solutions close by to make cleaning a swift and smooth task.
- **Office:** Clean shared high-touch equipment such as keyboards, computer mice, printers and phones often and ensure that surface cleaning is carried out regularly. Provide disposable wipes for cleaning so employees can clean their personal space when needed.
- **Washrooms:** Begin cleaning less dirty surfaces and end with the toilet and the floor. Use more than one wipe to prevent spreading germs. Mops and sponges can harbour microorganisms, so cleaners should consider disposable solutions.
- **Break Rooms:** Clean the least dirty surfaces first and the floor last. Greasy or oily surfaces need to be cleaned with hot water and professional cleaning detergents before being sanitised.

Resources

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Healthier buildings

As employees return to the office, their safety and well-being is a top priority for all of us. Facility managers can help manage the risk of infection by promoting good hand hygiene and cleaning more frequently and differently from before.

Provide cleaning and hygiene solutions

Employees themselves will be more proactive in ensuring surface hygiene, so provide solutions that allow employees to clean keyboards and other shared office surfaces when needed.

Make operational adjustments

Make operational adjustments to limit the contact between workers in your office building at any one time by:

- **Extending office hours and asking employees to come into the office in shifts.** Add time between shifts to reduce contact and to clean high-touch surfaces.
- **Staggering arrival and departure times.** Reduce the volume of people entering and exiting areas such as the lobby, lifts and break rooms.
- **Alternate days between working remotely and on-site.** Only half the workforce would be in the office on any given day.
- **Staggering workstations.** Where possible, stagger workstations in the office to physically separate workers.
- **Limiting in-person group meetings.** Meetings should be held virtually as much as possible. For necessary in-person meetings, employees should practise physical distancing and proper hand hygiene.

Encourage use of protective equipment

Ensure that protective equipment is available where and when needed, such as face masks and facial tissues, along with closed bins for hygienically disposing of them.

For facility managers and service providers, high-quality office hygiene is the new standard. We have an opportunity not only to meet but exceed this expectation and to enable employees to take an active role in workplace hygiene.

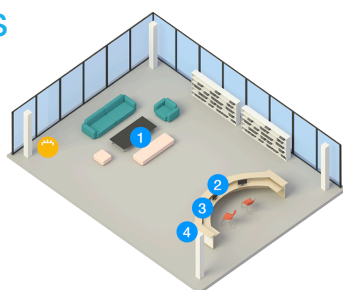


Dispenser placement recommendations

As employees return to the office during the COVID-19 pandemic, you can 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 should not have to go out of their way to access those dispensers. While we understand that every office is unique, here are some guiding principles for areas in your office space.

Reception areas

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



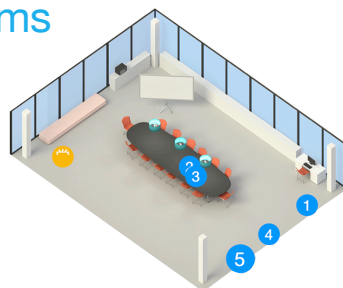
Washrooms

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



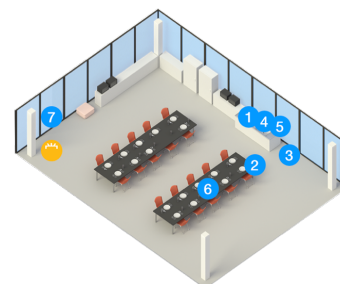
Conference rooms

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



Break rooms and kitchenettes

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



Office areas

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



Office hygiene

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

[Learn more](#)

Reception & Common Areas / Meeting Rooms & Offices

- Creating great experiences for tenants, employees and visitors with appropriately placed Tork products.



560000	Tork Liquid and Spray Soap Dispenser	Certified effortless cleaning and intuitive refilling saves time
420103	Tork Alcohol Gel Hand Sanitiser	Effective against a variety of problem organisms - conforms with EN 1500, EN 12791 and EN 14476**
511060	Tork Hygiene Floor stand	The Tork Hygiene Stand helps improve hygiene in public spaces, suitable for dispensers S1, S2 & S4
140280	Tork Extra Soft Facial Tissues	Soft tissue that is gentle to the skin
511103	Tork Alcohol Gel Hand Sanitiser	Free standing pump bottle for flexible placement
552200	Tork Xpress® Countertop Multifold Hand Towel Dispenser	One-at-a-time dispensing for reduced consumption and increased hygiene

Cafeterias/Dining Areas

- Enable a positive and hygienic experience with high-capacity cost-efficient solutions that save time.



272900	Tork Xpressnap Fit® Tabletop Napkin Dispenser	A full size napkin is folded to fit the small footprint dispenser
560000	Tork Liquid and Spray Soap Dispenser	Certified effortless cleaning and intuitive refilling saves time
420103	Tork Alcohol Gel Hand Sanitiser	Effective against a variety of problem organisms - conforms with EN 1500, EN 12791 and EN 14476**
194450	Tork Coloured Long-lasting Cleaning Cloth - Blue	Multipurpose cleaning cloth, also available in Red, Green & Yellow
473178	Tork Kitchen Cleaning Cloth	Durable and strong for heavy-duty wiping tasks, while gentle to use on hands
473188	Tork Reflex™ Portable Centrefeed Dispenser System	Improve overall hygiene due to easy cleaning

Washroom

- Improve employee well-being and hygiene with high-capacity, easy-to-service Tork solutions that reduce waste and help keep dispensers replenished.



558040	Tork Coreless Mid-Size Toilet Roll Dispenser	Closed dispenser that keeps rolls protected for better hygiene
520701	Tork Extra Mild Foam Soap	Certified effortless maintenance and intuitive refilling in less than 10 seconds
560000	Tork Liquid and Spray Soap Dispenser	Certified effortless cleaning and intuitive refilling saves time
552550	Tork PeakServe® Mini Continuous™ Hand Towel Dispenser	High capacity: less maintenance and reduced risk of paper shortage

Get in touch

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