



# SECURE THE NEW NORMAL IN HYGIENE

## Education 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 educational facility to protect the health and well-being of your staff and students.

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

Sincerely,

Robin Craigie  
Marketing Manager Washroom  
TORK Professional Hygiene



## Improve hygiene

Viruses and infections can spread quickly in schools between students, staff and teachers through droplets produced when an infected person coughs or sneezes. It may also spread through contaminated surfaces or objects.

However, by following proper hand hygiene protocols, practicing routine cleaning and disinfecting procedures, and optimising hand sanitiser dispenser placement, you can help reduce the spread of germs and bacteria in your school.

Whether your institution is a kindergarten, primary and secondary school, college or university, this toolkit provides the resources you need to help reinforce best practices during this pandemic and beyond.



### How can viruses and infections spread in your educational 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**



## Hand hygiene

Regardless of the type of educational institution you manage, following basic hand hygiene principles can help keep students, teachers and staff safe and help reduce the spread of viruses and infections. While each age level requires different approaches to encourage proper hand hygiene, three principles always apply:

- Sick students, teachers and staff should not come to school.
- Encourage frequent and thorough handwashing.
- Ensure hand hygiene stations are stocked with soap and single-use paper hand towels and have warm water. Drying hands with paper hand towels lowers the risk of spreading bacteria; whereas, air dryers can spread significantly higher levels of germs into the air.<sup>1</sup> Paper hand towels also support many uses beyond hand drying such as: blowing noses, wiping mouths, adjusting cosmetics, medical needs and helping avoid dirty door handles.

Below are suggestions on how to engage students of different ages to help reduce the spread of viruses and other pathogens.

- **Childcare:** Teach good health behaviors, such as covering coughs and sneezes with their elbow and washing hands frequently with signage prompts to encourage regular handwashing. Sing a song while washing hands for at least 20 seconds, such as “Twinkle, Twinkle, Little Star.” Track and reward proper handwashing and encourage students to use the Ella’s Hand Washing app by Tork (See page 4).
- **Primary and Secondary School:** Focus on encouraging good health behaviours, such as coughing and sneezing into the elbow and washing hands. Remind students to model good hand hygiene for their fellow students and their families by continuing practices at home. Dedicate lessons to learn why hand hygiene is so important. Use the Max’s Hand Washing School material by Tork for experiments and tips (See page 5).
- **Higher Education:** Educate students, teachers and staff about hand hygiene techniques. Place hygiene and hand washing signage throughout school facilities, especially in washrooms. Place hand sanitiser at entrances and exits to buildings, classrooms, washrooms, canteens and libraries with signage prompts to encourage regular use.

The following pages will provide additional resources to help you promote proper hand hygiene in childcare, primary and secondary schools and higher education facilities.



Jet air dryers spread up to  
**10x more germs<sup>2</sup>**



The friction of drying with  
paper towels removes  
**more bacteria**  
than other methods.<sup>2</sup>

# Childcare

Teaching good hygiene can be a challenge in kindergartens, but it is critical in helping reduce the spread of viruses and infections. We've developed the Ella's Hand Washing School package by Tork, which includes a free app, hygiene brochures, teaching materials, as well as activities to help make handwashing more fun—and even easier to teach and learn.

Ella's Hand Washing app and storybook by Tork have been fact checked by the Centers for Disease Control and Prevention (CDC) for added peace of mind.

## Resources



**Ella's Hand Washing Adventure App**

[Download](#)



**Inspire and motivate with Ella's Hand Washing School**

**Good hand hygiene habits starts early in life**

**The importance of hand washing**  
Absence and illness due to poor hand hygiene in nurseries and schools is a real problem. It affects not only the teachers and children, but often also involves parents having to take extra time off work. We know that teaching and monitoring hygiene is a major challenge for parents as well as educational institutions.

**Hand washing**  
Washing one's hands helps to prevent disease and is the best defense. There are three main types of transfer: bacteria and/or virus that are designed to interrupt:  
 • From the hands to – eyes, nose, mouth and open sores.  
 • To another person either via direct hand-to-hand contact or via indirect hand-to-object-to-hand contact.  
 • From hands to food during food preparation.

**Wipe away the germs**  
When cleaning their hands, many people get into the bad habit of a quick wash, then a quick shake to get the drops off, then go. If you can teach children from an early age to dry

**Teacher's Brochure**

[Download](#)



**Leaflet**

[Download](#)



**Ella's Hand Washing Poster**

[Download](#)



**Ella's Hand Washing Coloring Poster**

[Download](#)



**Hand Hygiene Stars Diploma**

[Download](#)



# Primary and secondary school

Primary and secondary school children share classrooms, playgrounds, restrooms and often germs. It can be challenging to get students to wash their hands properly and prevent viruses and infections from spreading. Max's Hand Washing School by Tork is an easy way to encourage children to wash and dry their hands properly. They'll perform hand hygiene experiments, solve problems and learn helpful tricks.


Below you'll find a student workbook and teacher's manual for your lessons about hand hygiene. Use the activities as lessons or homework. The posters can be placed around classrooms, in washrooms, library, gymnasiums, reception, and canteen areas. Reward your students with a diploma when they've mastered handwashing skills.

## Resources



**Student Workbook**

[Download](#)

**Teacher's Manual**

[Download](#)




**Posters**

[Download](#)



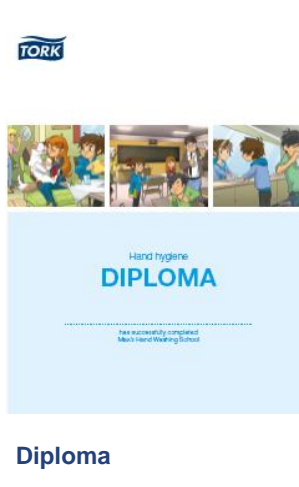

**Activity Cards with Hand Hygiene Experiments**

[Download](#)





**Parent Letter**

[Download](#)

**Diploma**

[Download](#)

**School Segment Brochure**

[Download](#)





# Tertiary education

It is more important than ever to practice and promote proper hand hygiene across universities, colleges and TAFE campuses. These higher education facilities experience high and varying traffic during semesters.

Students, faculty and staff touch multiple surfaces such as door handles, light switches and desktops. Everyone should wash and fully dry their hands with single-use paper towels 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
- When hands are visibly dirty or soiled
- When sharing equipment such as communal keyboards, computers and printers or handling trash

Provide your students, faculty and staff with clean, well-stocked, disposable paper hand towels and soap in washrooms. Place hand sanitisers at entrances and exits to buildings, classrooms, washrooms, canteens and libraries with signage prompts to encourage regular use.

Below are some tools and information to encourage proper handwashing and disinfecting techniques among students, staff members and visitors.



## 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](#)



**Key Messages and Actions for COVID-19 Prevention and Control in Schools**  
March 2020

unicef | WHO | UNFPA

**COVID-19 Prevention and Control in Schools (via WHO)**

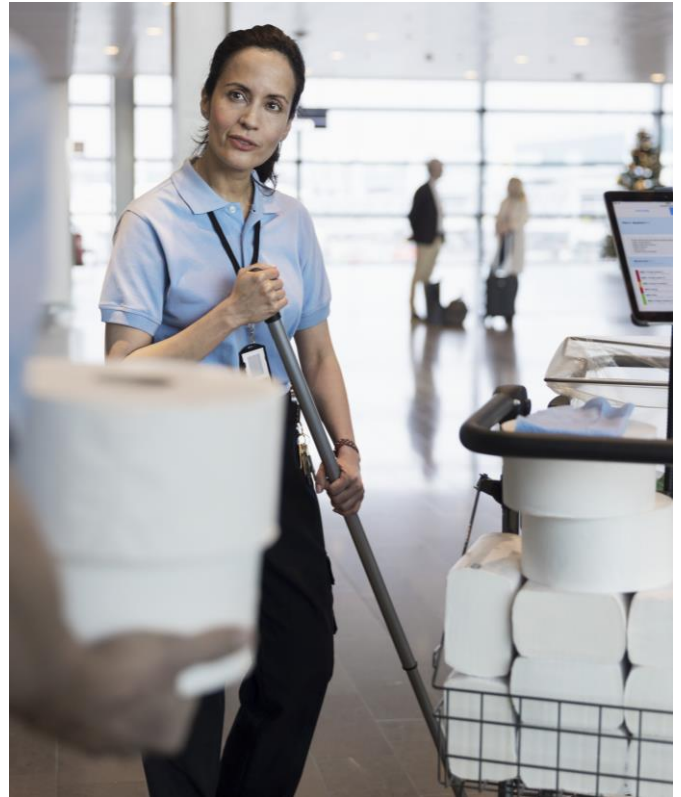
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# Surface cleaning and disinfecting

Students, faculty and staff may contract viruses and infections by touching surfaces that have been contaminated, so frequent cleaning is essential. Here are some tips for cleaning different areas within your school facility:

- **Classrooms, libraries, labs, office areas and hallways:** Ensure regular cleaning of handrails, water fountains, door and window handles, light switches, desks, chairs, tables and teaching aids.
- **Washrooms and locker rooms:** Begin cleaning less dirty surfaces and end with the toilet and floor. Ensure door handles, light switches, dispensers, sink faucets and handles, toilet seats and flushers are cleaned. Use more than one wipe to prevent spreading germs. Mops and sponges can harbor germs, so consider disposable solutions.
- **Canteens, kitchen and faculty lounge:** Ensure door handles, light switches, food and high-touch surfaces, tapware, utensils, sneeze guards, tables, chairs, countertops and registers are cleaned regularly. Focus first on the least dirty surfaces and end with the floor. Greasy or oily surfaces need to be cleaned with hot water and detergents before sanitizing.
- **Gymnasiums:** Wipe down high-touch surfaces such as exercise equipment, water fountains, door handles and lockers.



Below are additional resources to help you ensure your school facility remains clean and hygienic.

## Resources

**TORK**

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

Introduction

With the built-in digital capabilities of the site, an ever-evolving digital landscape seems to know no bounds. The rise of the cloud and the Internet of Things (IoT) is pushing us to rethink how we manage our facilities. The rise of the facility services industry.

As an industry, we're experiencing a period of rapid change. Our customers are demanding more from us, and we're being asked to do more. We're being asked to be more efficient, more effective, and more data-driven. We're being asked to be more proactive, more predictive, and more prescriptive. We're being asked to be more agile, more flexible, and more resilient. We're being asked to be more innovative, more creative, and more disruptive. We're being asked to be more collaborative, more transparent, and more accountable. We're being asked to be more customer-centric, more employee-centric, and more community-centric. We're being asked to be more sustainable, more ethical, and more responsible. We're being asked to be more inclusive, more diverse, and more equitable. We're being asked to be more resilient, more adaptable, and more agile. We're being asked to be more innovative, more creative, and more disruptive. We're being asked to be more collaborative, more transparent, and more accountable. We're being asked to be more customer-centric, more employee-centric, and more community-centric. We're being asked to be more sustainable, more ethical, and more responsible. We're being asked to be more inclusive, more diverse, and more equitable. We're being asked to be more resilient, more adaptable, and more agile.

**esistry**

**The value of data-driven cleaning for your school system**

[Download](#)

**Managing health and safety in schools at Alert Level 2**

**Managing health & safety in schools, Ministry of Education NZ**

[Download](#)

**COVID-19 guidance for certificated playgroups at Alert Level 2**

**Guidance for early learning, Ministry of Education NZ**

[Download](#)

**TORK Think ahead.**

**Secure the new normal in surface cleaning and disinfecting**

These guidelines provide clear direction on which Tork wipers and cloths are best for surface cleaning and disinfecting. Remember, contaminants can stay on surfaces and continue to be a threat for days if not removed properly.

- 1 Always wear gloves**
  - Always wear gloves for cleaning operations. Gloves should be changed after each cleaning, during cleaning of high-touch surfaces of certain areas in the working area.
  - Always remove gloves after gloves are removed.
  - Do your hands thoroughly with a single-use paper towel to prevent spread of contamination.
- 2 Clean surfaces**
  - Cleaning is generally, removing gross soiling and debris, and then using a disinfectant solution.
  - Only surfaces that are intended for skin contact or that come in direct contact with food should be cleaned, regardless of when it was last cleaned.
- 3 Disinfect surfaces**
  - Disinfecting is the use of chemicals to prevent bacteria and viruses on surfaces.
  - Use an approved disinfectant and reusable cloth.
  - Using an alcohol based product, use one with a minimum of 70% alcohol.
  - Always follow the manufacturer's instructions for concentration, application method, contact time, etc.
  - Check product's expiration date. Disinfectant chemicals only for disinfection purposes.

**Routine cleaning & disinfecting**

**High-touch surfaces need to be cleaned and disinfected regularly**

- Tables
- Door handles
- Light switches
- Chair seats
- Computer and keyboard
- Phone
- Water and food containers
- Fluorescent light fixtures
- Hand railings

**Clean first**

**Wash Disinfect**

**One & Done**

One-step cleaning and disinfecting products are available in spray or wipe form. Check for directions. Do not dilute. Do not use in wet areas.

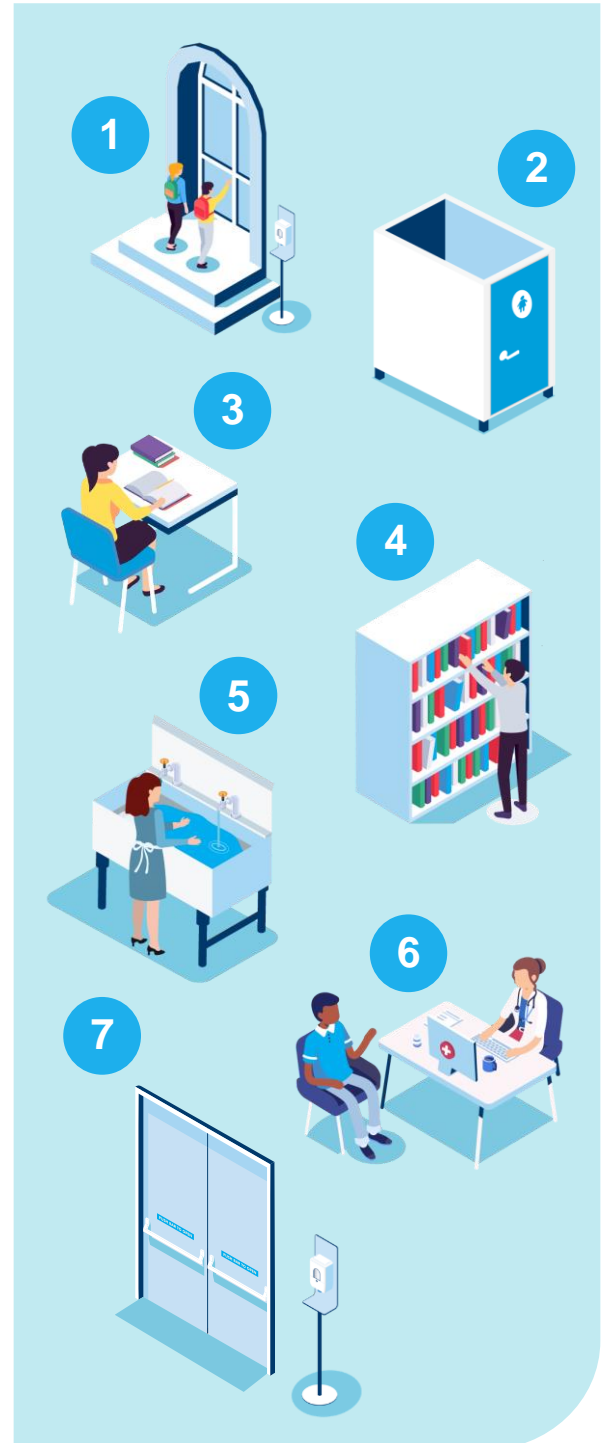
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# Dispenser placement recommendations

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. Staff, students 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.

- 1 Entrances**  
Provide students, parents, faculty and staff with hand sanitiser at all entrances to encourage hand hygiene. Post visible notices that promote proper hand hygiene.
- 2 Washrooms and locker rooms**  
Ensure you have numerous dispensers for soap, paper hand towels, facial tissues and hand sanitiser close to the sink and at an adapted height. Touch-free dispensers can reduce touchpoint surfaces, and hand sanitiser further encourages personal hygiene. Drying hands with paper hand towels lowers the risk of spreading bacteria; whereas, air dryers can spread higher levels of germs into the air.<sup>1</sup> Providing facial tissues can help prevent the spread of pathogens. Covered waste bins near all dispensers and doors can reduce contamination.
- 3 Classrooms**  
Place hand sanitiser by the door and encourage students to use them when entering. Facial tissues should also be available near the entrance and at gathering areas to promote hygiene. Wipes and cleaning solutions should be available to clean desktops regularly.
- 4 Library, STEAM and Offices**  
Place hand sanitiser and facial tissue dispensers in these high-traffic areas. Covered waste bins in these areas can help reduce contamination. Easy access to wipes and cleaning solutions can enable cleaning of tables, chairs, shelves, computers and counters regularly. Encourage each user to take responsibility to clean their workspace after use.
- 5 Canteens, Food Technology and Staff kitchens**  
Provide hand sanitiser at entrances. In the kitchen, ensure there are soap and paper hand towel dispensers at handwashing sinks. Keep a dispenser by the counter for disposable hand towels and cleaning supplies for regular cleaning, and hand sanitiser dispensers to promote hygiene between transactions. Provide one-at-a-time napkin dispensers, so students touch only the napkins they take.
- 6 Staff Rooms and Sick bay**  
Place soap and sanitiser dispensers above all sinks. Offer touch-free paper hand towel dispensers and waste bins close by the sink. Provide wiping solutions to encourage regular surface cleaning. On tables, place one-at-a-time napkin dispensers and facial tissue boxes to improve hygiene.
- 7 Gyms and PE Facilities**  
Providing hand sanitiser stands at the entrances of high-traffic areas such as gymnasiums and athletic facilities can help students and staff members prevent germ spread.



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.

# SECURE THE NEW NORMAL IN HYGIENE



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**Think ahead.**

**Note:** All reasonable care has been taken to ensure that the information contained in this publication is accurate and correct at the time of printing. Product changes may occur without notice.

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