

# Safe at Work: COVID-19 Government Organisations Toolkit



## We're here to help.

During this time of crisis, government organisations are challenged with keeping their national and local operations running through these difficult times, while keeping their staff and the public healthy. Incremental measures need to be taken to reduce the likelihood of infection, such as providing guidelines and advice in line with health officials' recommendations, ensuring a supply of necessary products for hygiene and cleaning, as well as implementing measures when meeting new visitors.

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 staff stay well and keep critical infrastructure running.

We hope you can stay healthy and safe, and continue running the essential operations that are ensuring the safety, health and well-being of our society.

Sincerely,

Anna Königson Koopmans  
Marketing Director – Government organisations  
Essity Professional Hygiene



# COVID-19

COVID-19 can spread in your government facility between employees and visitors through droplets produced when an infected person coughs or sneezes. It may also spread through contaminated surfaces or objects.

However, 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 organisation during this outbreak and beyond.



## How can COVID-19 spread in your government 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 on  
it, then touching your  
mouth, nose, or eyes**

# Hand hygiene

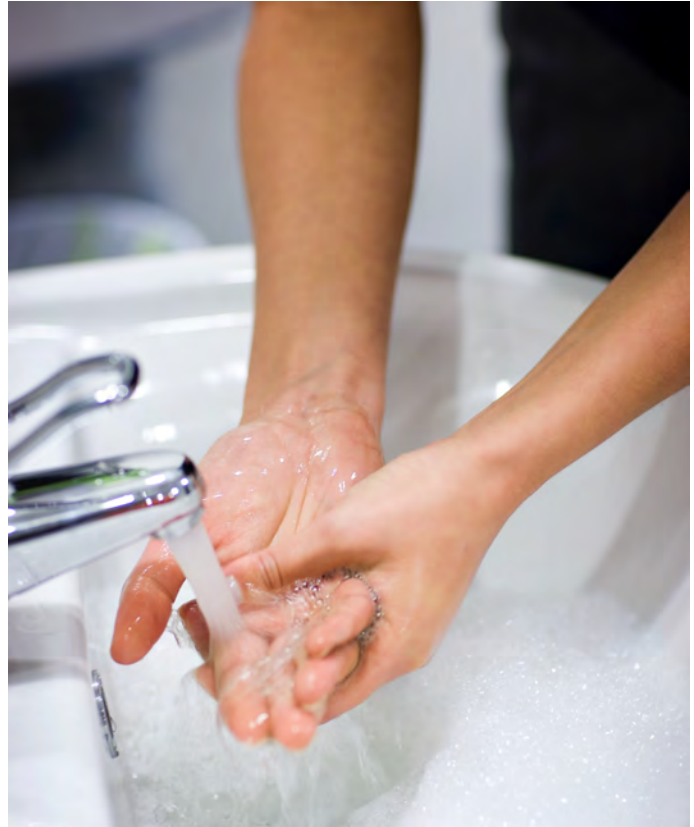
During the ongoing COVID-19 outbreak, it's more important than ever to practise proper hand hygiene in your government facility.

In a government organisation, we touch multiple surfaces – like our keyboards, computer mice and phones – that can be contaminated with a pathogen such as COVID-19. 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 a clean, well-stocked handwashing facility and hand sanitiser.

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



## Resources

**Handwashing procedure**

**Handwashing procedure**

[Download](#)

**Hand Sanitizing**

**Hand sanitising**

[Download](#)

# Surface cleaning

Workers in your government facility may catch COVID-19 by touching surfaces contaminated with the novel coronavirus, so high-touch surfaces must be frequently disinfected to help reduce the spread of infection. Here are some tips for cleaning the different areas within your facility:

- **Reception:** wipe high-touch surfaces such as door handles, touch screens and lift buttons regularly. Keep wiping solutions close by to make cleaning a swift and smooth task.
- **Office:** clean shared high-touch equipment such as keyboards, computer mice, and phones.
- **Bathrooms:** 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 harbour large numbers of microorganisms, so cleaners should consider disposable solutions.
- **Staffrooms:** to make cleaning as hygienic as possible, focus on the least dirty surfaces and end with cleaning the floor. Greasy or oily surfaces need to be cleaned with hot water and professional cleaning detergents before being sanitised.



Below are some additional resources to help you ensure that your government facility remains clean and hygienic during the COVID-19 outbreak.

## Resources

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### 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 nice to have, but a vital factor for productivity. With more and more offices converting to open concept, people are exchanging more frequently, sharing facilities and technology, and thereby facing more hygiene risks than before. As many people, especially younger generations, are also becoming more health conscious, ensuring a clean and safe work environment for employees becomes more important for possible visibility and current talent.

Office air quality is one of the most important factors in the workplace. It is essential to ensure a healthy and safe work environment for all employees. This is why it is important to ensure that the air in the office is clean and fresh. This can be achieved by using air purifiers, opening windows, and using fans to circulate the air.

**Open plan offices have both upsides and downsides**

About 75% of offices in the US and 70% in the UK have open floor plans and will open concept offices have shown a decrease in a sustainable environment. This is because a high level of natural light and fresh air is essential for a healthy and productive workforce.

**70% of offices in the US today have open floor plans**

As a result of the high level of natural light and fresh air, open floor plans have shown a decrease in a sustainable environment. This is because a high level of natural light and fresh air is essential for a healthy and productive workforce.

**Hygiene issues in an open office environment**

[Download](#)

**TORK**

### Tork cleaning for health checklist

- Put on protective gloves and attire.
- Empty trash and recycling bins—replace liners and make sure to separate inside and outside of the waste bins as needed.
- Washroom Cleaning:**
  - Clean and sanitize all touch surfaces with a sustainable green cleaning solution. Use a new paper for each area to reduce cross-contamination.
  - Remove all dispensers to ensure proper hygiene and hand washing practices can be achieved.
  - Mop the floor using a sustainable cleaning solution, with special attention to areas around the toilets and sinks. To reduce cross-contamination consider disposable cleaning solutions.
- Sanitize all surfaces including floors, partitions, picture frames, table and chair legs, air vents, blinds and window sills.** This will reduce allergens as well as improve indoor air quality.
- Polish and clean high shine surfaces such as glass/mirrors, chrome, steel with sustainable cleaning solution.**
- Floor Care—move furniture and fixtures as needed to reduce accumulation of allergens and improve indoor air quality.**
  - Vacuum carpeted areas with vacuum equipped with HEPA filter.
  - Sweep and mop hard floor surfaces using sustainable cleaning solutions.

For more information visit: [torkusa.com](#)

[Download](#)

**World Health Organization**

### Getting your workplace ready for COVID-19

**Introduction**

Getting your workplace ready for COVID-19 is a public health emergency preparedness and response (EPR) activity. It is a high-priority activity for all workplaces, including those that are not currently open to the public. This document provides guidance on how to prepare your workplace for COVID-19. It covers a range of topics, including how to assess your workplace's readiness, how to develop a plan, and how to implement the plan. It also provides information on how to communicate with employees and the public about COVID-19.

**How COVID-19 spreads**

COVID-19 spreads through respiratory droplets and aerosols. People can catch COVID-19 by breathing in droplets or aerosols from another person who is coughing or sneezing, or by touching a surface that has been touched by someone who is coughing or sneezing. People can also catch COVID-19 by touching a surface that has been touched by someone who is coughing or sneezing.

**This document provides an:**

1. Simple guide to prepare the general COVID-19 in your workplace.
2. How to manage COVID-19 in your workplace settings & events.
3. Things to consider when you visit your workplace.
4. Getting your workplace ready for COVID-19 in your workplace.

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

This document provides an overview of how to prepare your workplace for COVID-19. It covers a range of topics, including how to assess your workplace's readiness, how to develop a plan, and how to implement the plan. It also provides information on how to communicate with employees and the public about COVID-19.

[Learn more](#)

**OSHA**

### Guidance on Preparing Workplaces for COVID-19

**Introduction**

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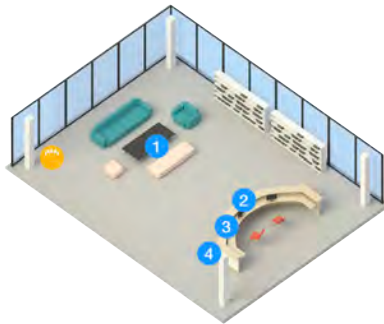
[Learn more](#)

# Dispenser placement recommendations

As you continue to operate during the COVID-19 outbreak, 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 government facility.

## Customer-facing Areas

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



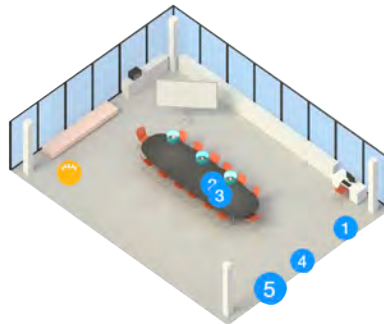
## Washrooms

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



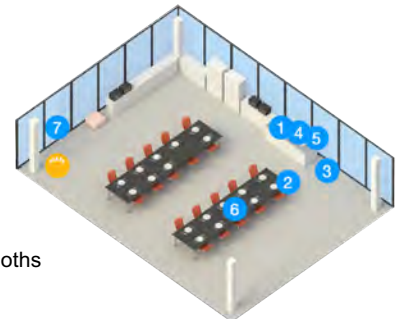
## Conference rooms

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



## Staffrooms 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
- 5 Napkins



## Office Hygiene

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

[Learn more](#)