

Safe at Work: COVID-19 Toolkit for Manufacturers



We're here to help.

As manufacturers, your business and your people are under immense pressure throughout the COVID-19 pandemic. As producers of essential goods respond to the need to maintain critical supply chains, protecting the health of plant workers has never been more important. Supporting employees and practising proper hygiene in the workspace is imperative in keeping everyone safe while working on the frontlines.

As the leading global professional hygiene brand, we're here to help. We've developed this toolkit with our recommendations on how to adopt best practices by making hand hygiene and cleaning a renewed focus in your manufacturing plant. We hope you find this useful and that this expert knowledge helps you feel safe and reassured, both through the immediate crisis and beyond.

Thank you for your efforts on the frontline of this crisis, and we hope you and your colleagues stay safe throughout these challenging times.

Your sincerely,

Jenny Turner
Marketing Director – Manufacturing
Essity Professional Hygiene



COVID-19

Infectious diseases like COVID-19 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 have a number of opportunities to help protect their employees from being infected with the virus that causes COVID-19. Following proper hand hygiene protocols; more frequent updated cleaning and disinfecting procedures focused on virus abatement; and implementing operational measures in your facility are paramount during the ongoing pandemic.



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

Hand hygiene

As your manufacturing site continues operating amid COVID-19, it's important to place an increased focus on frequent and proper handwashing and hand sanitising to protect your employees. You can improve adherence to regular handwashing 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 waste
- After eating or drinking
- After removing protective gloves
- Sneezing, coughing or using a tissue

You should only use hand sanitiser during the pandemic if soap and water are not available for handwashing. Since hands may become dry from more frequent handwashing, consider adding lotion to wash stations throughout your site.

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

Handwashing procedure

Wash your hands with soap, water and paper towels

For more information, visit www.tork.co.uk or www.tork.ie

Handwashing procedure

[Download](#)

Hand rub procedure

Disinfect your hands

For more information visit www.tork.co.uk or www.tork.ie

Hand rub procedure

[Download](#)

Surface cleaning

Prioritise disinfecting surfaces in your manufacturing facility to help slow the spread of the virus that causes COVID-19. Here are some considerations for cleaning and disinfection during the pandemic:

- 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, lift buttons, toilets, taps, sinks, machine controls, equipment handles and shared tools.
- Use a registered disinfectant product known to be effective in killing the virus that causes COVID-19.
- 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 during the pandemic.



Resources

Tork Professional Cleaning Checklist

Reception

- Wipe and/or dust flat surfaces (countertops, shelves etc.)
- High-touch areas and hardware used for color registration
- Floor care
- Lift handles and panels
- Clean high touch surfaces such as environmental panels
- Chair handles
- Clean and possibly disinfect high touch surfaces with a bactericidal cleaning solution

Office Areas

- Wipe and/or dust flat surfaces such as desks etc.
- Periodically clean handle hardware (post cleaning or reworking)
- Empty bins
- Clean shared office equipment such as printers
- Floor care

Conference Rooms

- Wipe and/or dust conference tables
- Periodically clean handle hardware (post cleaning or reworking)
- Empty bins
- Clean white boards and screens
- Floor care

Tip

Remember to clean shared high touch surfaces such as door knobs or handles, computer keyboards etc. Remember also to clean high touch surfaces on shared workstations.

Tork cleaning for health checklist

[Download](#)

EPA

List N: Disinfectants for Use Against SARS-CoV-2

Practical Information

Practical Precautions

Using Other Products

Follow the Label

Additional Resources

Product Name	Active Ingredient	Use	Precautions	Notes
Clorox Disinfecting Bleach	Sodium Hypochlorite	Use on hard surfaces	Wear gloves, avoid contact with eyes	Effective against SARS-CoV-2
Clorox Disinfecting Wipes	Bleach	Use on hard surfaces	Wear gloves, avoid contact with eyes	Effective against SARS-CoV-2
Clorox Disinfecting Spray	Bleach	Use on hard surfaces	Wear gloves, avoid contact with eyes	Effective against SARS-CoV-2
Clorox Disinfecting Wipes	Bleach	Use on hard surfaces	Wear gloves, avoid contact with eyes	Effective against SARS-CoV-2

Disinfectants for Use Against SARS-Cov-2 (via EPA)

[Download](#)

Guidance on Preparing Workplaces for COVID-19

Guidance on preparing workplaces for COVID-19 (via CDC)

[Download](#)

Implementing operational measures

In addition to handwashing and surface cleaning, your manufacturing site should ensure that any employee who has flu-like symptoms stays home and is given time to recover before returning to your manufacturing facility. You should also review standard operating procedures to incorporate physical distancing of at least 6 feet between employees. If physical distancing of 6 feet between employees is challenging to implement, you should consider other measures to protect employees, such as:

1 Stagger shift changes

Stagger shift changeovers to help reduce contact between different teams. Clean all high-frequency touchpoints (see page 4) between shift changes.

2 Add time between shifts

Allow more time between shifts, so fewer employees are in the locker room at the same time.

3 Set up zones and stagger workstations

Set up zones and ensure employees don't cross zones to reduce interaction between fixed groups of employees. Where possible, stagger workstations along the processing line as well.

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 Limit staff

Review all processes and identify key operators required to limit the number of staff in a manufacturing site at any one time.

6 Install portable dispensers

Installing portable dispensing solutions can help promote hand hygiene and surface cleaning throughout your site.

