

Secure the New Hygiene Standard: Office Building Toolkit



We're here to help.

After months of limited on-site operations, businesses are looking ahead to when employees will return to the office. However, the expectations of returning employees have shifted dramatically. According to a recent survey by Essity, the global hygiene and health company that produces the Tork brand, three in four employees expect their employer to provide extra cleaning rounds to ensure hygiene at work.¹

Thus, as facility managers are tasked with preparing office buildings for returning employees, they need to have effective equipment and solutions in place to secure the new hygiene standard. Because the COVID-19 virus is spread through the air, close personal contact and touching objects and surfaces, having the right cleaning protocol will help address concerns about infection in the workplace.

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 facility management software.

With this toolkit, we want to share our expertise and provide concrete guidelines for promoting and helping to execute appropriate hand hygiene, surface cleaning and social distancing to help you and your colleagues stay well and keep your business operating.

Our goal is to help you plan for your business in a responsible and sustainable way, keeping yourself, your staff, and tenants healthy and safe.

Sincerely,

Anna Königson Koopmans
Marketing Director Commercial
Essity Professional Hygiene



¹ 2020 Survey conducted by United Minds in cooperation with CINT in April 2020. The survey covered seven markets: UK, US, China, Germany, France, Spain and Sweden. In total, 7,067 answered the survey.

COVID-19

As many people now know, COVID-19 can spread through the air via droplets produced when an infected employee coughs or sneezes. It may also spread through close personal contact, or touching surfaces or objects contaminated with the virus. Due to how the virus is spread, facility managers and employees will need to work together to create a safe environment through efforts led by facilities.

Promoting proper hand hygiene and social distancing protocols – including asking those who are sick to stay home; heightened cleaning routines; increased, targeted disinfecting procedures; and optimizing 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 pandemic and beyond.



How can COVID-19 spread in your office building?



**Through the air
by coughing and
sneezing**



**Close personal
contact**



**Touching an object or
surface with the virus
on it, then touching your
mouth, nose, or eyes**

Emphasizing and optimizing hand hygiene

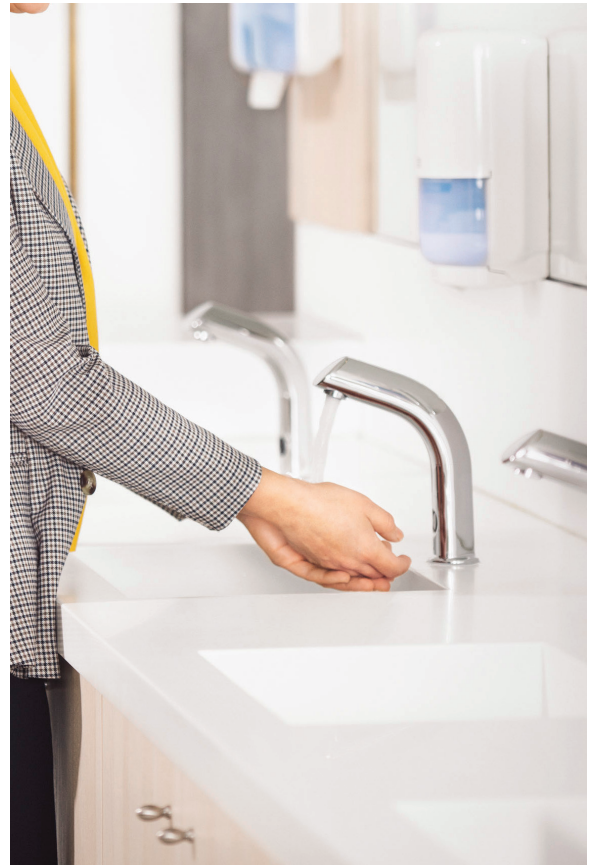
According to a recent global survey amid the pandemic, 21% of respondents admit they still do not wash their hands after blowing their nose.² Because 70% of offices have open-plan seating and many high-touch surfaces – such as door handles, light switches and phones – can be contaminated with germs, preventing the spread of the virus that causes COVID-19 can be a challenge.

That's why it's more important than ever to practice proper hand hygiene. Everyone 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 trash
- When they are visibly dirty

Ensure that you provide everyone with a clean, well-stocked handwashing facility with soap and paper hand towels, as well as hand sanitizer in areas where sinks aren't readily available.

You can promote proper hand hygiene in your facility in several ways, including posting signs near the sinks, restrooms and other high-traffic areas in the facility as well as placing sanitizers in frequently visited areas. Below are some tools and information to encourage proper handwashing and disinfecting techniques among everyone in the facility.



Resources

<p>Handwashing procedure</p> <p>Wash your hands with soap, water and paper towel</p> <p>Handwashing procedure</p> <p>Download</p>	<p>Hand Sanitizing</p> <p>Disinfect your hands</p> <p>Hand sanitizing</p> <p>Download</p>
---	---

² 2020-2021 Essity Essentials Initiative global trend report. <https://www.torkusa.com/cleancare>. Accessed December 2020.

Thorough and effective surface cleaning

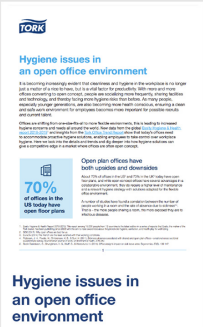
Because office workers can contract COVID-19 by touching surfaces contaminated with the novel coronavirus, high-touchpoints should be frequently cleaned and disinfected to help reduce the spread of infection. In fact, 73% of people say they'd feel safer touching objects in public places if they know they had been sanitized properly.³ Here are some cleaning tips for different areas within your office building:



- Overall:** High-traffic areas with surfaces being touched often should be prioritized and cleaned frequently. Use disposable cleaning cloths and change them frequently. Make sure your cleaning staff has effective cleaning equipment and gear to protect themselves. Make disposable wipes for cleaning available so employees can clean specific areas when needed.
- Reception:** Wipe high-touch surfaces such as door handles, touch screens and elevator buttons frequently. Keep wiping solutions close by to make cleaning a swift and smooth task.
- Office:** Clean shared high-touch surfaces such as door handles, light switches, 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.
- Restrooms:** 81% of people say they expect public restrooms to provide a safe, hygienic environment to a greater extent than before COVID-19.⁴ 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 harbor microorganisms, so cleaners should consider disposable solutions.
- Breakrooms:** 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 sanitized.

Below are some additional resources to help you ensure that your office building remains safe for the people who work there.

Resources




Hygiene issues in an open office environment

[Download](#)



Tork cleaning for health checklist

[Download](#)



The value of data-driven cleaning

[Learn more](#)

³ 2020-2021 Essity Essentials Initiative 2020-2021 Essity Essentials Initiative global trend report. <https://www.torkusa.com/cleancare>. Accessed December 2020.

⁴ 2020 Survey conducted by United Minds in cooperation with CINT in April 2020. The survey covered seven markets: UK, US, China, Germany, France, Spain and Sweden. In total, 7,067 answered the survey.

Decreasing staff interaction in offices

Because COVID-19 can be transmitted through droplets in the air when people speak, cough or sneeze, limiting the number of people in a facility and promoting proper social distancing can help prevent germ spread. 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, elevators and break rooms.
- **Alternating days between working remotely and on-site.** Only a portion of the workforce should be in the office on any given weekday.
- **Staggering workstations.** Where possible, stagger workstations in the office to physically separate workers. Providing disposable wipes will also encourage employees to clean these areas when needed.
- **Limiting in-person group meetings.** Meetings should be held virtually as much as possible. For necessary in-person meetings, employees should practice 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 paper hand towels for those who develop a runny nose or cough at work, along with closed bins for hygienically disposal.

For facility managers and service providers, clear guidelines, high standards and quality office hygiene are the new standard. Facilities have an opportunity to meet this expectation and enable employees to take an active role in workplace hygiene.

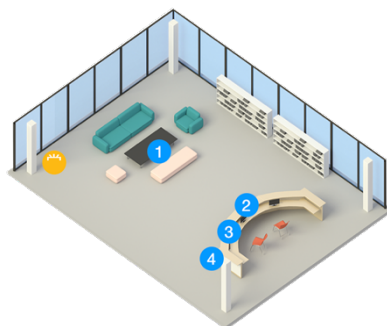


Dispenser placement recommendations

As the virus that causes COVID-19 can be spread through close personal contact, or touching a contaminated object or surface, it's important to 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.

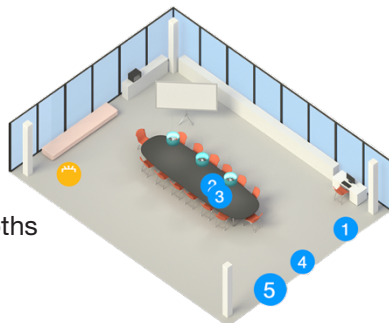
Reception areas

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



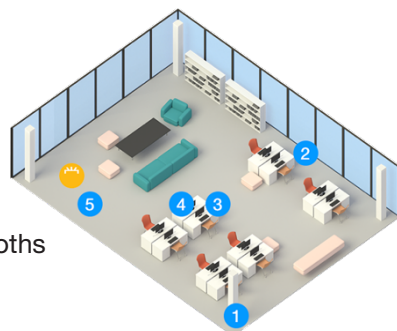
Conference rooms

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



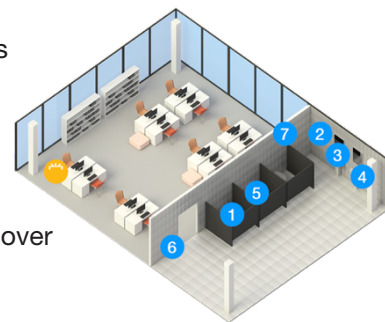
Office areas

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



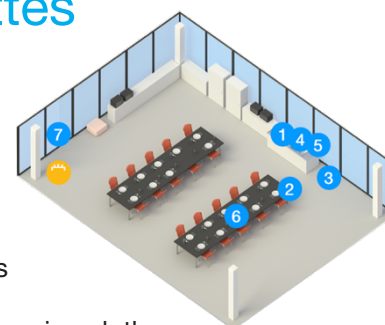
Restrooms

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



Breakrooms and kitchenettes

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



Office hygiene

For more information about the importance of hand hygiene and cleaning in your office building to secure a new hygiene standard, visit our "Office Hygiene" resource page. [Learn more.](#)