

Safe at Work: COVID-19 Government Organizations Toolkit



We're here to help.

During this time of crisis, government organizations 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 organizations
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.

But following proper hand hygiene protocols, practicing routine cleaning and 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 organization 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

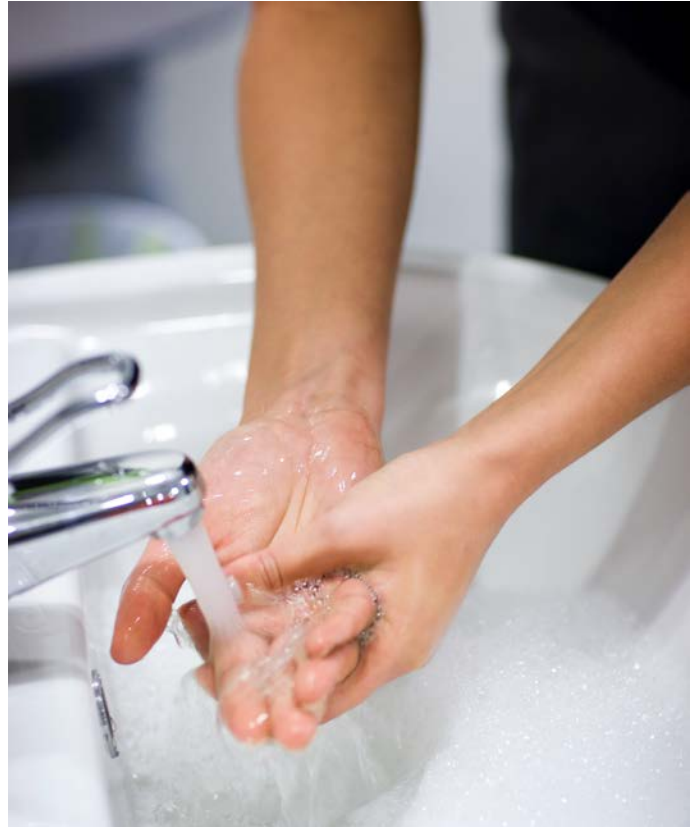
During the ongoing COVID-19 outbreak, it's more important than ever to practice proper hand hygiene in your government facility.

In a government organization, 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 sanitizer.

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. 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 sanitizing

[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 elevator 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.
- **Restrooms:** 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 harbor large numbers of microorganisms so cleaners should consider disposable solutions.
- **Breakrooms:** 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 sanitized.

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 is a vital factor for productivity. With more and more offices converting to open concept, desks are becoming more frequently shared facilities and technology, and therefore bring more hygiene risks than before. As they spread, especially younger generations, are also becoming more health conscious, ensuring a clean and safe work environment for employees becomes more important for possible virals and current SARS.

Offices are getting from one side that all is more flexible environments, this is leading to increased hygiene concerns and needs all around the world. New data from the global [TORK Hygiene Index 2020](#) and insights from the [TORK Hygiene Index 2020](#) show that today's office need to accommodate flexible hygiene solutions, enabling employees to take control over workplace hygiene. Here we look into the details and trends and dig deeper into how hygiene solutions can give a competitive edge in a market where offices are often open concept.

Open plan offices have both upsides and downsides

About 70% of offices in the US and 27% in the UK have open floor plans, and this open concept office has several advantages in a globalized environment. They offer a higher level of transparency and better hygiene through air circulation, beneficial for the health of the employees.

A number of studies have found a correlation between the number of people working in a room and the rate of absence due to illness.¹ This is the 'open office' strategy, which has increased the risk of infectious diseases.

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

1. The number of people working in a room and the rate of absence due to illness. This is the 'open office' strategy, which has increased the risk of infectious diseases. Source: https://www.tork.com/press-releases/2020/03/2020-hygiene-index-reveals-how-cleanliness-is-no-longer-just-a-matter-of-nice-to-have-but-is-a-vital-factor-for-productivity

Hygiene issues in an open office environment

[Download](#)



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Tork cleaning for health checklist

- Put on protective gloves and attire.
- Empty trash and recycling bins; replace liners and make sure to sanitize 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 wipe for each area to reduce cross-contamination.
 - Restock all dispensers to ensure proper hygiene and hand washing practices can be utilized.
 - 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 options.
- Dust all surfaces including doors, 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 Clean:** move furniture and fixtures as needed to reduce accumulation of allergens and improve indoor air quality.
 - Vacuum carpeted areas with vacuums equipped with HEPA filters.
 - Sweep and mop hard surfaces using sustainable cleaning solutions.

For more information visit: torkusa.com

Tork cleaning for health checklist

[Download](#)



World Health Organization

Getting your workplace ready for COVID-19

3 March 2020

Getting your workplace ready for COVID-19

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Getting your workplace ready for COVID-19

[Learn more](#)



World Health Organization

Guidance on Preparing Workplaces for COVID-19

3 March 2020

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

[Download](#)

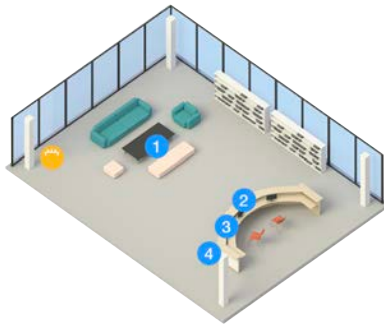


Dispenser placement recommendations

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 Sanitizer
- 3 Facial tissue
- 4 Waste bins



Restrooms

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



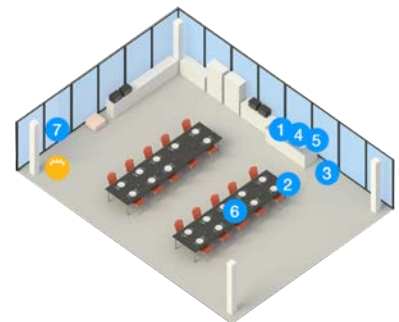
Conference rooms

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



Breakrooms and kitchenettes

- 1 Soap
- 2 Sanitizer
- 3 Waste bins
- 4 Hand towels



Office areas

- 1 Sanitizer
- 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](#)