



Think ahead.

Your guide to secure the new hygiene standard in Offices





Think ahead.

We're here to help

Facility managers are tasked with preparing a healthy workplace. They need to ensure they have the right equipment and products in place to secure a high standard of hygiene, as well as the right cleaning protocol to help uphold a high level of hygiene and remedy colleagues' concerns about infections.

With this guide, we share our expertise and provide concrete guidelines on how to execute appropriate hand hygiene and surface cleaning to help you and your colleagues stay healthy and well and keep your business operational. With our support you can take care of your office building in a responsible and sustainable way, keeping yourself, your colleagues and customers healthy and safe.



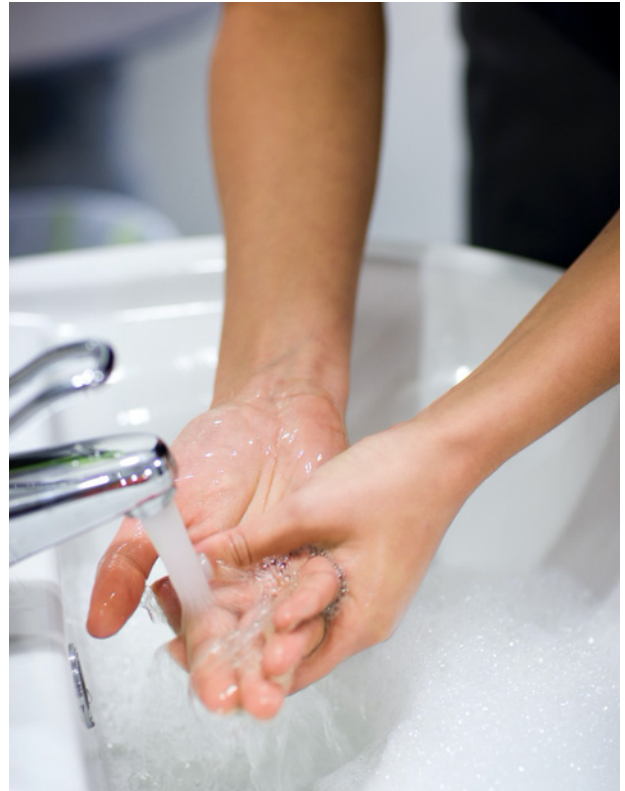
Hand hygiene

The office workspace is constantly evolving. Today, office design is increasingly activity-based. The new ways of working also affect how employees navigate the office landscape. They may not have a permanent seat and move around during a workday. This all together makes it challenging to keep areas clean and prevent the spread of viruses and diseases. Also, in an office setting, we touch multiple surfaces – such as our keyboards, computer, mice, phones and joint assets such as printers – that can be contaminated with a pathogen. That's why it's more important than ever to practice proper hand hygiene. Employees 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

Ensure that you provide your employees with a clean, well-stocked handwashing facility and hand sanitizers.

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 tools and information to encourage proper handwashing and disinfecting techniques among employees.



Resources



Handwashing procedure

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Hand sanitizing

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Surface cleaning

High-touchpoints should be frequently cleaned and disinfected to help reduce the spread of infection. In an office setting, we touch multiple surfaces – such as our keyboards, door handles, light switches and desktops. Here are some cleaning tips for different areas within your 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 equipment such as keyboards, computer mice, 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:** 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 additional resources to help you ensure that your office building remains safe for the people who work there.

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 order or taste, but a vital factor for productivity. With more and more offices converting to open concepts, people are accumulating 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 recalls and increased talent.

Offices are evolving from one-size-fits-all to more flexible environments. It is leading to increased hygiene concerns and needs all over the world. From this fact the [Tork Clean & Hygiene & Health](#) team has developed a series of solutions that help you to create a healthy office environment. These solutions are designed to help you to create a healthy office environment. These solutions are designed to help you to create a healthy office environment.

Open plan offices have both upsides and downsides

While 70% of all offices in the US today have open floor plans, this does not mean that open offices are the best solution for every company. There are many factors to consider when deciding whether to implement an open office environment. These factors include the size of the office, the number of employees, the type of work being done, and the company's culture. Open offices can have many benefits, such as increased collaboration and communication, but they also have many drawbacks, such as increased noise and distractions. It is important to carefully consider all of these factors before making a decision about whether to implement an open office environment.

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

A number of studies have found a correlation between the number of employees working in an open office and the number of illnesses that occur. This is likely due to the fact that open offices are more likely to have higher levels of noise and distractions, which can lead to increased stress and illness. Additionally, open offices are more likely to have higher levels of air pollution, which can also lead to increased stress and illness. Therefore, it is important to carefully consider all of these factors before making a decision about whether to implement an open office environment.

Hygiene issues in an open office environment

TORK

Tork cleaning for health checklist

☐ Put on protective gloves and apron.

☐ Empty trash and recycling bins-replace liners and make sure to sanitize inside and outside of the waste bins as needed.

☐ **Workroom Cleaning:**

- ☐ Clean and sanitize all touch surfaces with a sustainable green cleaning solution. Use a new wipe for each use to reduce cross-contamination.
- ☐ Rotation of cleaners to ensure proper hygiene and hand washing practices can be reinforced.
- ☐ Wipe 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, perimeters, 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 vacuums equipped with HEPA filters.
 - ☐ Sweep and mop hard surfaces using sustainable cleaning solutions.

For more information visit: tork.us/clean

Tork cleaning for health checklist

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

Introduction

The value of data-driven cleaning for the facility services industry is becoming increasingly apparent. As the industry evolves, the need for more efficient and effective cleaning solutions is growing. Data-driven cleaning solutions can help facility services companies to better understand their cleaning needs and to optimize their cleaning processes. This can lead to cost savings and improved cleaning quality. Additionally, data-driven cleaning solutions can help facility services companies to better understand their clients' needs and to provide more personalized cleaning services. This can lead to increased client satisfaction and loyalty. Therefore, data-driven cleaning solutions are a valuable tool for facility services companies looking to improve their cleaning processes and to better serve their clients.

The value of data-driven cleaning for the facility services industry is becoming increasingly apparent.

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The value of data-driven cleaning

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Healthier buildings

All employees working in an office building should feel healthy and safe, their wellbeing is a top priority for all of us. Facility managers can help manage the risk of infection by promoting good hand hygiene and cleaning more frequently and differently from before.

Provide cleaning and hygiene solutions

Employees themselves will be more proactive in ensuring surface hygiene, so provide disposable cleaning solutions that allow employees to clean keyboards and other shared office surfaces when needed.

Make operational adjustments

Make operational adjustments to limit the contact between workers in your office building 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.
- **Alternate days between working remotely and on-site.** Only half the workforce would be in the office on any given weekday.
- **Staggering workstations.** Where possible, stagger workstations in the office to physically separate workers.
- **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 disposing of them.

For facility managers and service providers, high-quality office hygiene is the new standard. We have an opportunity not only to meet but exceed this expectation and to enable employees to take an active role in workplace hygiene.

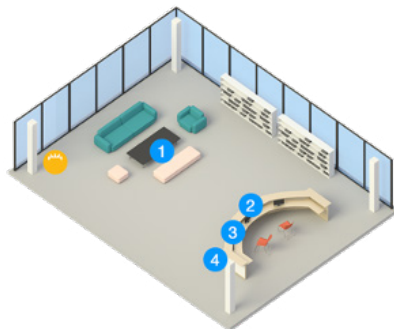


Dispenser placement recommendations

To secure a high hygiene standard in your office environment you can reinforce proper hygiene through optimal 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



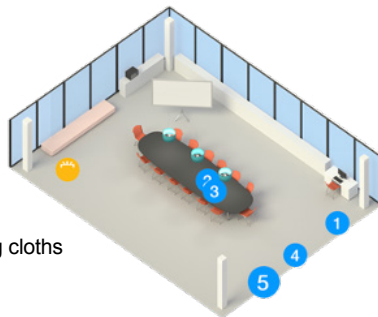
Restrooms

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



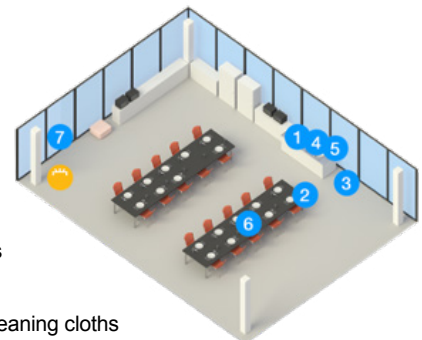
Conference rooms

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



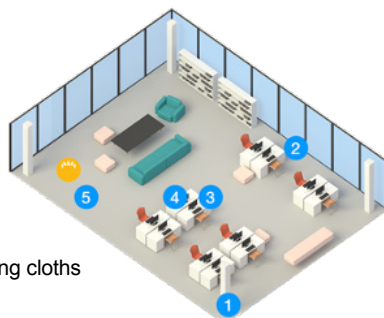
Breakrooms and kitchenettes

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



Office areas

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



Solutions for a healthy workplace

Hand hygiene solutions

Tork PeakServe® Continuous Hand Towel System offers the highest capacity on the market with dispensers that can be refilled at any time, helping you avoid run-outs and free up time for cleaning. And with its one-at-a-time dispensing you reduce the risk of contamination. Together with soap and sanitizer*, you have a complete solution.

Surface cleaning solutions

Use Tork surface cleaning solutions such as Tork Surface Cleaning Wet Wipes for efficient surface cleaning of high-touch areas.

Find out more on:

<https://www.torkusa.com/new-hygiene-standard/>

Get in touch!

Based on our hygiene expertise, we can give you a tailored recommendation to help you provide an even cleaner and safer environment for staff, employees and visitors.



Contact us

*Right now we have a limited supply of sanitizers.

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.