

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

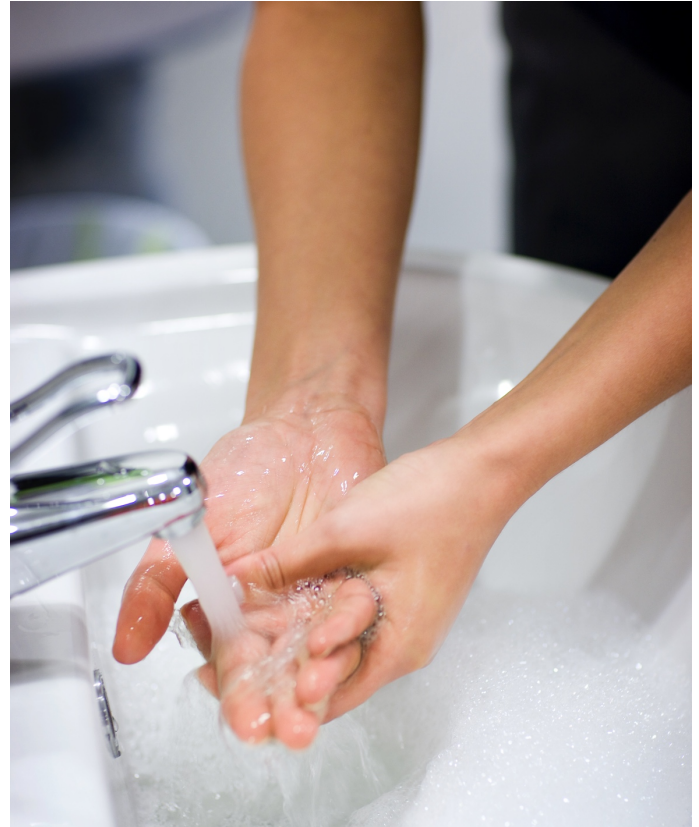
During the ongoing COVID-19 outbreak, it's more important than ever to practice proper hand hygiene in your government facility.

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

Wash your hands with soap, water and paper towel

For more information visit [torkusa.com](https://www.torkusa.com) or tork.ca

Handwashing procedure

[Download](#)



Hand Sanitizing

Disinfect your hands

For more information visit [torkusa.com](https://www.torkusa.com) or tork.ca

Hand sanitizing

[Download](#)

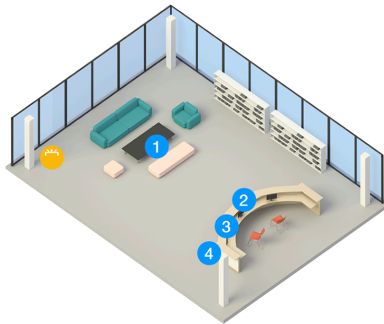


Dispenser placement recommendations

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.

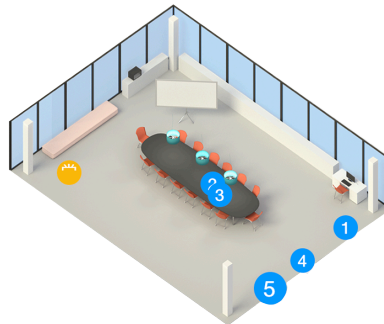
Customer Facing Areas

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



Conference rooms

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



Office areas

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



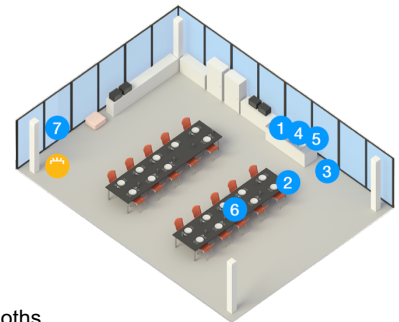
Restrooms

- 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 government facility during the COVID-19 outbreak and beyond, visit our "Office Hygiene" resource page.

[Learn more](#)

Product Recommendations for Government Organizations

Restroom

Tork's innovative solutions are specifically designed to provide a positive and tidy guest experience while also ensuring a sophisticated look and feel through their award-winning design. Dispensing one sheet at a time reduces the risk of cross-contamination since people touch only what they need while also reducing waste and consumption.



Item #	Dispensers	Refills
552538	Tork PeakServe® Mini Continuous Hand Towel Dispenser	105065 Tork Advanced PeakServe Continuous Hand Towel
461102	Tork Matic® Hand Towel Dispenser - with Intuition™ Sensor	290025 Tork Advanced Matic® Hand Towel
473208	Tork Elevation Coreless High Capacity Bath Tissue Dispenser	472880 Tork Advanced Coreless High Capacity Bath Tissue
5555290	Tork Twin Mini Jumbo Bath Tissue Roll Dispenser	12024402 Tork Advanced Mini Jumbo Bath Tissue Roll, 2-Ply
571608	*Tork Elevation Foam Skincare Automatic Dispenser with Intuition Sensor S4	401211 Tork Extra Mild Foam Soap, 401701 Tork Extra Mild Foam Soap
571508	*Tork Foam Skincare Manual Dispenser	401211 Tork Extra Mild Foam Soap, 401701 Tork Extra Mild Foam Soap

Common Areas

Tork solutions that enhance all details of guest and employee experience – including service, design and hygiene providing an all around high-quality experience.



Item #	Dispensers	Refills
2083281	Tork Pop-Up Bracket Dispenser	510176 Tork Cleaning Cloth
655300	Tork Small Bracket Wiper Dispenser	520350 Tork Industrial Cleaning Cloth
570058	*Tork Hygiene Stand, Sanitizer bottle bracket #570068 for Stand also available	400217 Tork Alcohol Foam Sanitizer
571608	*Tork Elevation Foam Skincare Automatic Dispenser with Intuition Sensor S4	400217 Tork Alcohol Foam Sanitizer 400016 Tork Alcohol Gel Hand Sanitizer, 70% alcohol*

Product Recommendations for Government Organizations

Offices, Conference Rooms and Reception

Tork systems are designed for environments with high demands on hygiene and cost control to create a more hygienic environment, while improving the image of your facilities.



Item #	Dispensers or Products	Refills
559028A	Tork Centerfeed Dispenser	121201 Tork Advanced Soft Centerfeed Hand Towel, 2-Ply, White
655300	Tork Small Bracket Wiper Dispenser	192291 Tork Odor Resistant Foodservice Cleaning Towel

Breakrooms, Cafeterias and Cafes

Dispensing one napkin at a time helps reduce paper consumption and reduces risk of cross-contamination, since people touch only what they need.



Item #	Dispensers or Products	Refills
7232000	Tork Xpressnap Fit® Tabletop Napkin Dispenser	DX800 Tork Xpressnap FIT Advanced White Dispenser Napkin DX806E Tork Xpressnap Fit Advanced Natural Dispenser Napkin
7432000	Tork Xpressnap Fit® Countertop Napkin Dispenser	DX800 Tork Xpressnap FIT Advanced White Dispenser Napkin DX806E Tork Xpressnap Fit Advanced Natural Dispenser Napkin
552538	Tork PeakServe® Mini Continuous Hand Towel Dispenser	105065 Tork Advanced PeakServe Continuous Hand Towel
571608	*Tork Elevation Foam Skincare Automatic Dispenser with Intuition Sensor S4	401211 Tork Extra Mild Foam Soap
440245A	Tork Industrial Paper Wiper, Pop-Up Box	
520371	Tork Industrial Cleaning Cloth, Handy Box	
400017	*Tork Alcohol Gel Sanitizer, 240 mL	
400018	*Tork Alcohol Gel Sanitizer, 460 mL	

*Sanitizer dispensers and refill supply may be limited while we ramp up capacity. Talk to your Tork Representative for more details.

Get in touch

Join millions of people already using Tork products every day.

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