

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

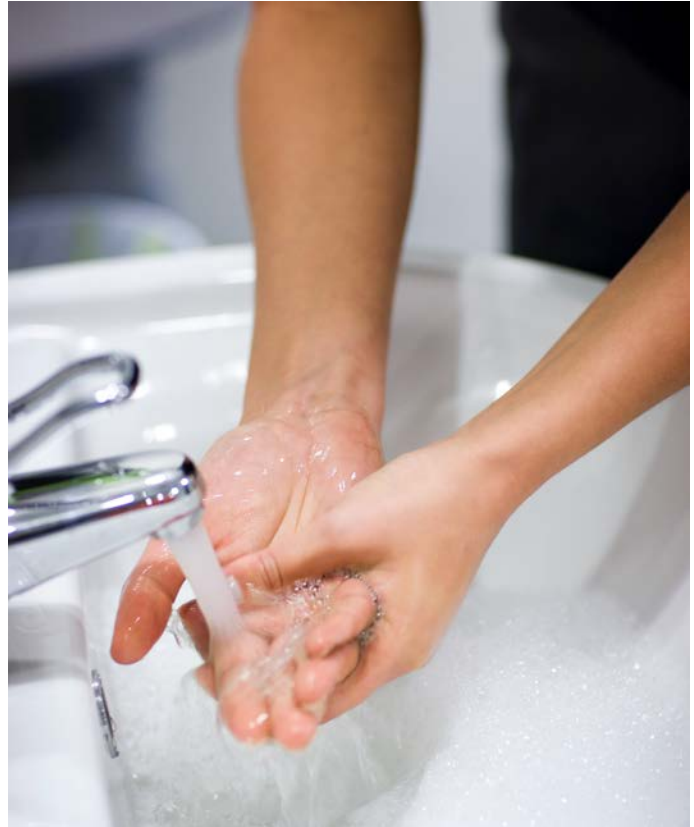
During the ongoing COVID-19 outbreak, it's more important than ever to practice proper hand hygiene in your government facility.

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](#)

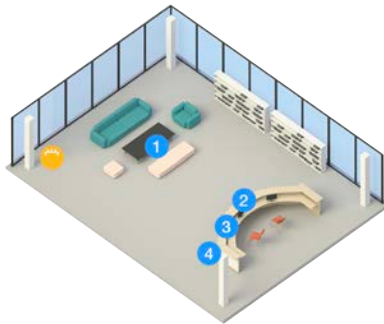


Dispenser placement recommendations

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



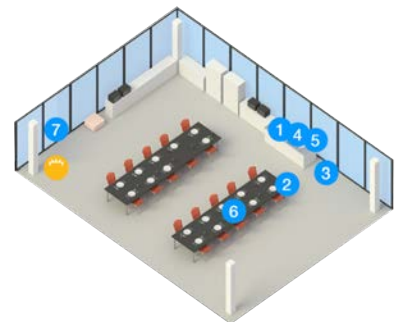
Conference rooms

- 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](#)