

# Safe at Work: COVID-19 Toolkit for Manufacturers



## We're here to help.

As manufacturers, your business and your people are under immense pressure throughout the COVID-19 pandemic. As producers of essential goods respond to the need to maintain critical supply chains, protecting the health of plant workers has never been more important. Supporting employees and practicing proper hygiene in the workspace is imperative in keeping everyone safe while working on the front lines.

As the leading global professional hygiene brand, we're here to help. We've developed this toolkit with our recommendations on how to adopt best practices by making hand hygiene and cleaning a renewed focus in your manufacturing plant. We hope you find this useful and that this expert knowledge helps you feel safe and reassured, both through the immediate crisis and beyond.

Thank you for your efforts on the front lines of this crisis, and we hope you and your colleagues stay safe throughout these challenging times.

Sincerely,

Jenny Turner  
Marketing Director – Manufacturing  
Essity Professional Hygiene



## COVID-19

Infectious diseases like COVID-19 spread from person to person through small droplets expelled when an infected person coughs or exhales. An individual may also get infected when they touch a surface where droplets have landed and then touch their mouth, nose or eyes.

Manufacturing facilities have several opportunities to help protect their employees from being infected with the virus that causes COVID-19. Following proper hand hygiene protocols; more frequent updated cleaning and disinfecting procedures focused on virus abatement; and implementing operational measures in your facility are paramount during the ongoing pandemic.



### How can COVID-19 spread in your manufacturing 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**

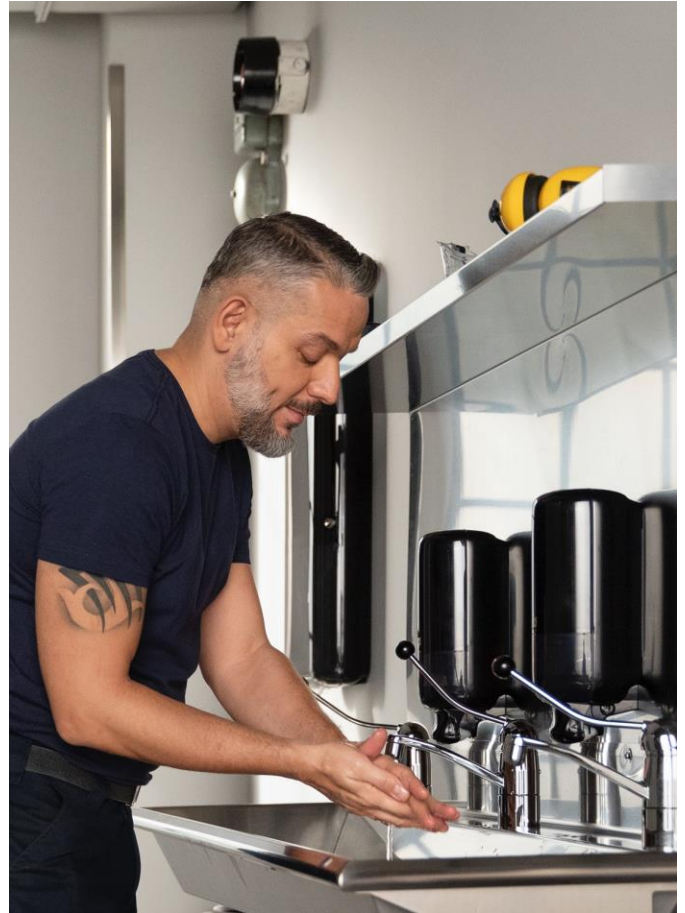
# Hand hygiene

As your manufacturing site continues operating amid COVID-19, it's important to place an increased focus on frequent and proper handwashing and hand sanitizing to protect your employees. You can improve adherence to regular handwashing by strategically placing posters around your manufacturing facility. Plant workers should wash their hands:

- At the start and the end of their shifts and breaks
- After using the restroom
- When moving from one zone to another
- After disposing of waste
- After eating or drinking
- After removing protective gloves
- Sneezing, coughing or using a tissue

You should only use hand sanitizer during the pandemic if soap and water are not available for handwashing. Since hands may become dry from more frequent handwashing, consider adding lotion to wash stations throughout your site.

Ensure hand hygiene supplies are readily available to all plant personnel in the appropriate locations. Below are some resources to reinforce proper hand hygiene techniques within your manufacturing operation.



## Resources

<p><b>Handwashing procedure</b></p> <p>Wash your hands with soap, water and paper towel</p> <p>For more information visit <a href="http://www.torkglobal.com">www.torkglobal.com</a></p> <p><b>TORK</b></p> <p><b>Handwashing procedure</b></p> <p><a href="#">Download</a> </p>	<p><b>Hand rub procedure</b></p> <p>Disinfect your hands</p> <p>For more information visit <a href="http://www.torkglobal.com">www.torkglobal.com</a></p> <p><b>TORK</b></p> <p><b>Hand rub procedure</b></p> <p><a href="#">Download</a> </p>
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# Surface cleaning

Prioritize disinfecting surfaces in your manufacturing facility to help slow the spread of the virus that causes COVID-19. Here are some considerations for cleaning and disinfection during the pandemic:

- Observe operators during shifts to assess touchpoints and develop a checklist of surfaces to be cleaned between shift changes based on this study.
- Increase cleaning and disinfection frequency of high-touch surfaces such as tables, door handles, light switches, control panels, computers, handrails, elevator buttons, toilets, faucets, sinks, machine controls, equipment handles and shared tools.
- Use a registered disinfectant product known to be effective in killing the virus that causes COVID-19.
- Follow label instructions on the product for safe and effective use, including precautions, especially in food manufacturing areas.
- Wear gloves when cleaning, particularly when using disinfectants. After cleaning, discard gloves, wash hands and dry hands with a single-use paper towel.
- Train employees on how to properly clean and sanitize the surfaces in your facility.

Below are some tools to help you ensure that your manufacturing facility remains clean and disinfected during the pandemic.



## Resources

**Tork cleaning for health checklist**

- Put on protective gloves and attire.
- Empty trash and recycling bins regularly 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 achieved.
  - Mop the floor using a sustainable cleaning solution, with special attention to areas around the toilet and sink. To reduce cross-contamination consider disposable cleaning systems.
- 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 Care-mice 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 surface using sustainable cleaning solutions.

For more information visit [torkusa.com](https://torkusa.com)

**Tork cleaning for health checklist**

[Download](#)



**List N: Disinfectants for Use Against SARS-CoV-2**

**Guidance on preparing workplaces for COVID-19 (via EPA)**

[Download](#)



**Guidance on preparing workplaces for COVID-19 (via CDC)**

[Download](#)



# Implementing operational measures

In addition to handwashing and surface cleaning, your manufacturing site should ensure that any employee who has flu-like symptoms stays home and is given time to recover before returning to your manufacturing facility. You should also review standard operating procedures to incorporate physical distancing of at least 6 feet between employees. If physical distancing of 6 feet between employees is challenging to implement, you should consider other measures to protect employees, such as:

## 1 Stagger shift changes

Stagger shift changeovers to help reduce contact between different teams. Clean all high-frequency touchpoints (see page 4) between shift changes.

## 2 Add time between shifts

Allow more time between shifts, so fewer employees are in the locker room at the same time.

## 3 Set up zones and stagger workstations

Set up zones and ensure employees don't cross zones to reduce interaction between fixed groups of employees. Where possible, stagger workstations along the processing line as well.

## 4 Provide protective gear

Where possible, provide personal protective equipment (PPE) such as face masks, disposable gloves and clean overalls for staff to help prevent the spread of germs.

## 5 Limit staff

Review all processes and identify key operators required to limit the number of staff in a manufacturing site at any one time.

## 6 Install portable dispensers

Installing portable dispensing solutions can help promote hand hygiene and surface cleaning throughout your site.

