



Think ahead.

Secure the New Hygiene Standard: Education Toolkit





Think ahead.

We're here to help.

Your university will face several health and hygiene challenges during and after the COVID-19 pandemic. While many facilities may be open, some are operating in a limited capacity. As the academic year continues, students and staff need to adapt to a new reality to protect everyone's health from the virus that causes COVID-19, which can be spread through the air, close personal contact and when touching a contaminated object or surface. Thus, university staff have the critical task of both ensuring their campus is safe and healthy, as well as communicating to everyone the steps being taken to secure the new hygiene standard.

For more than 50 years, Tork has been – and continues to be – committed to improving hygiene in universities by providing complete hygiene solutions and facility management software to advance cleaning quality and efficiency. This toolkit shares our expertise on proper hand hygiene and surface cleaning at your facility. It includes guidelines on when and how to wash hands and clean and sanitise your campus, as well as how to keep handwashing stations stocked with hygiene products that are easy to use and access.

Education is critical to society and an investment in a brighter future for our children. We hope you can stay healthy and safe during this time.

Yours sincerely,

Anna Königson Koopmans
Marketing Director Commercial
Essity Professional Hygiene



COVID-19

COVID-19 can spread quickly between students, visitors and staff via droplets spread through the air that are produced when an infected person coughs, sneezes or talks. It may also spread through close personal contact, or touching surfaces or objects contaminated with the virus.

By following proper hand hygiene and social distancing protocols, heightened cleaning routines, targeted disinfecting procedures, and optimising hand sanitiser dispenser placement, you can help reduce the spread of COVID-19 on your campus.



How can COVID-19 spread in your educational facility?



**Through the air
by coughing and
sneezing**



**Close personal
contact**



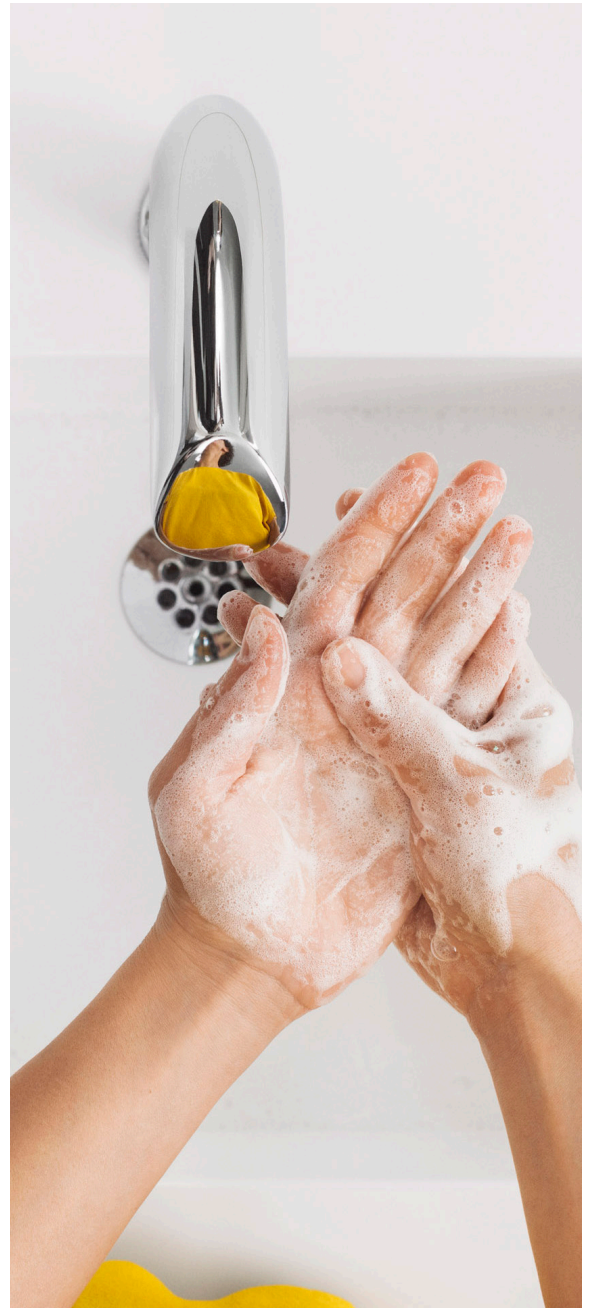
**Touching an object or
surface with the virus
on it, then touching your
mouth, nose or eyes**

Hand hygiene

Regardless of the educational institution you manage, following basic hand hygiene principles can help keep students, visitors and staff safe and help reduce the spread of the virus that causes COVID-19. Four key principles include:

- Enforce a policy that sick students, visitors or staff do not attend school.
- Encourage frequent and thorough handwashing by placing signage or posters in visible areas of the facility.
- Ensure hand hygiene stations are stocked with soap and single-use paper hand towels.
- Optimise hand sanitiser placement by putting dispensers beside doorways and in frequently trafficked areas to promote usage.

To help reduce the spread of the novel coronavirus and other germs, educate students and staff about hand hygiene techniques during orientation, upon return from holidays and regularly throughout semesters. Hang up-to-date hygiene and hand-washing signage throughout university facilities, especially in washrooms. Place hand sanitiser dispensers at entrances and exits to buildings, classrooms, washrooms, cafeterias and libraries with signage prompts to encourage regular use.



Resources

<p>Handwashing procedure</p> <p>Wash your hands with soap, water and paper towels</p> <p>Handwashing procedure</p> <p>Download</p>	<p>Hand Sanitizing</p> <p>Disinfect your hands</p> <p>Hand sanitizing</p> <p>Download</p>
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The friction of drying with paper towels removes **more bacteria** than other methods.¹

¹ Best EL, Parnell P, Wilcox MH. Microbiological comparison of hand-drying methods: the potential for contamination of the environment, user and bystander. J Hosp Infect. 2014 Dec;88(4):199-206.





Surface cleaning

Students, visitors and staff may contract COVID-19 by touching surfaces contaminated with the novel coronavirus and then touching their eyes, nose or mouth, so frequent cleaning is essential. Here are some tips for cleaning different areas within your school facility:

- Classrooms, libraries, labs, office areas and hallways:** Ensure regular cleaning of handrails, water fountains, door and window handles, light switches, desks, chairs, tables and teaching aids. Provide disposable wipes for cleaning so students and staff can sanitise workspaces as needed.
- Washrooms and changing rooms:** Begin cleaning less dirty surfaces and end with the toilet and floor. Ensure door handles, light switches, dispensers, taps, handles, toilet seats and flushes are cleaned. Use more than one wipe to prevent spreading germs. Mops and sponges can harbour germs, so consider disposable solutions.
- Cafeteria, kitchen and staff lounge:** Ensure door handles, light switches, food and high-touch surfaces – such as sink taps, utensils, sneeze guards, tables, chairs, countertops and registers – are cleaned regularly. Focus first on the least dirty surfaces and end with the floor. Greasy or oily surfaces need to be cleaned with hot water and detergents before sanitising.
- Sports Facilities:** Wipe down high-touch surfaces such as exercise equipment, water fountains, door handles and lockers.



Resources

 <p>Tork cleaning for health checklist</p> <ul style="list-style-type: none"> <input type="checkbox"/> Put on protective gloves and apron. <input type="checkbox"/> Empty trash and recycling bins; replace liners and make sure to sanitize inside and outside of the waste bins as needed. <input type="checkbox"/> Washroom Cleaning <ul style="list-style-type: none"> <input type="checkbox"/> Clean and sanitize all touch surfaces with a sustainable green cleaning solution. Use a key viewer for each area to reduce cross-contamination. <input type="checkbox"/> Restock all dispensers to ensure proper hygiene and handwashing practices can be achieved. <input type="checkbox"/> Mop the floor using a sustainable cleaning solution, with special attention to clean under the desks and sinks. To reduce cross-contamination, consider disposable cleaning solutions. <input type="checkbox"/> Sanitise all surfaces including doors, partitions, ceiling fixtures, table and chair legs, air vents, blinds and window sills. This will reduce allergens and improve indoor air quality. <input type="checkbox"/> Polish and clean high-traffic surfaces such as glass/mirrors, chrome, steel with sustainable cleaning solution. <input type="checkbox"/> Floor Care: mop furniture and fixtures as needed to reduce accumulation of allergens and improve indoor air quality. <ul style="list-style-type: none"> <input type="checkbox"/> Vacuum carpeted areas with vacuum equipped with HEPA filter. <input type="checkbox"/> Sweep and mop hard surfaces using sustainable cleaning solution. <p>For more information visit: tork.com</p> <p>Tork cleaning for health checklist</p> <p>Download </p> 	 <p>The Value of Data-Driven Cleaning for the Facility Services Industry</p> <p>Introduction</p> <p>With the built environment becoming more data-driven, the need for technology-driven cleaning solutions is increasing. The use of data-driven cleaning solutions can help facility managers optimize cleaning operations, reduce costs, and improve the overall cleanliness of their facilities. This document explores the benefits of data-driven cleaning and provides a checklist for implementing a data-driven cleaning system.</p> <p>For the facility services industry, the need for data-driven cleaning solutions is growing. Facility managers need to be able to track and measure cleaning performance, identify areas for improvement, and optimize cleaning operations. Data-driven cleaning solutions can help facility managers achieve these goals by providing real-time data on cleaning performance and enabling them to make data-driven decisions about cleaning operations.</p> <p>The biggest benefit of data-driven cleaning is the ability to track and measure cleaning performance. This allows facility managers to identify areas where cleaning is not being done properly and take corrective action. Data-driven cleaning solutions can also help facility managers optimize cleaning operations by providing real-time data on cleaning performance and enabling them to make data-driven decisions about cleaning operations.</p> <p>esstity</p> <p>The value of data-driven cleaning for your school system</p> <p>Download </p>
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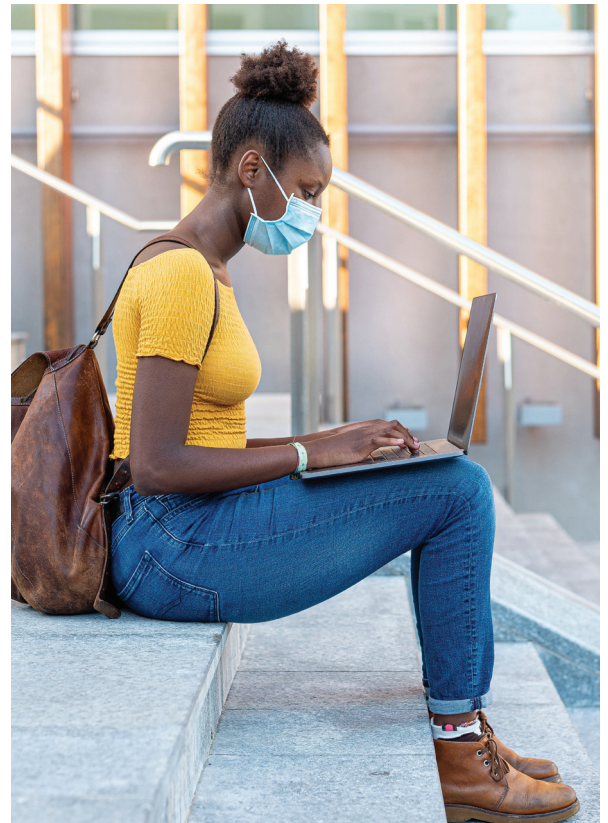


Think ahead.

Reducing person-to-person transmission on campus

Because COVID-19 can be transmitted through droplets in the air when people speak, cough or sneeze, limiting the number of people in a facility and promoting proper social distancing can help prevent germ spread. Make operational adjustments to limit the contact between students and staff at any one time by:

- **Staggering arrival and departure times.** Reduce the volume of people entering and exiting areas such as classrooms, hallways and cafeterias.
- **Alternating days between learning remotely and on-site.** If possible, only a portion of students and staff should be on campus at a given time.
- **Adjusting class schedules and sizes.** Add time between classes to reduce contact and clean high-touch surfaces such as desks, light switches and computer equipment frequently.
- **Staggering desks.** Where possible, stagger desks in classrooms to physically separate students and provide distance between students and staff.
- **Limiting in-person group meetings.** Meetings should be held virtually as much as possible. For necessary in-person meetings, students and staff should practise 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 hygienic disposal. For cleaning staff, clear guidelines and quality hygiene are the new standard and schools can meet this expectation to protect students and staff.

Dispenser placement recommendations

As the virus that causes COVID-19 can be spread by close personal contact and touching contaminated objects and surfaces, reinforcing proper hand hygiene among students, visitors and staff is essential. You can do so by making hand hygiene dispensers easily accessible and within sight. Here are some guiding principles for different areas in your facility.

- 1** **Entrances**
Provide students, visitors and staff with hand sanitiser at all entrances to encourage hand hygiene. Post visible notices to promote proper hand hygiene upon entering and throughout university facilities.
- 2** **Washrooms and changing rooms**
81% of global survey respondents agree that they expect public washrooms to provide a safe hygiene environment to a greater extent now than before COVID-19.² Ensure you have numerous dispensers for soap, paper hand towels and facial tissues close to the sink and at an adapted height. For boosted hygiene, providing facial tissues can help prevent the spread of pathogens and placing covered waste bins near all dispensers and doors can reduce contamination.
- 3** **Classrooms**
Place hand sanitiser by the door of each classroom and encourage students to use it when entering. Facial tissues should also be available near the classroom entrances and at gathering areas to promote hygiene. Lastly, wipes and cleaning solutions should be available for cleaning staff and students to clean desks regularly.
- 4** **Library, computer labs and offices**
Place hand sanitiser and facial tissue dispensers in these high-traffic areas. Covered waste bins in facilities can also help reduce contamination. Easy access to wipes and cleaning solutions can enable regular cleaning of tables, chairs, shelves, computers and countertops.
- 5** **Cafeterias**
17% of people do not wash their hands before they eat.³ Provide hand sanitiser at the entrance and exit of cafeterias to promote hygienic behaviours, especially when students and staff may be using shared serving utensils. Providing one-at-a-time napkin dispensers so students touch only the napkins they take is another means of boosting hygiene. For staff preparing food in the kitchen, ensure there are soap and paper hand towel dispensers at handwashing sinks. In the checkout area, staff can keep disposable hand towels and cleaning supplies to regularly sanitise counters and hand sanitiser dispensers to promote hygiene between transactions.
- 6** **Staff lounges and health centres**
Place soap and sanitiser dispensers above the sink and position touch-free paper hand towel dispensers and waste bins close by. Provide wiping solutions to encourage regular surface cleaning and place one-at-a-time napkin dispensers on tables to improve hygiene.
- 7** **Sports facilities**
Providing hand sanitiser stands at the entrances of high-traffic areas such as sports and athletic facilities can help students and staff members prevent germ spread. Furthermore, offering cleaning solutions, paper towels and posting signage encourages students and staff to wipe down equipment before and after each use.



School hygiene

For more information about the importance of hand hygiene and cleaning in your school facilities to secure a new hygiene standard, visit our “School Hygiene” resource page. [Learn more.](#)

² 2020-2021 Essity Essentials Initiative global trend report. <https://www.tork.co.uk/cleancare> or <https://www.tork.ie/cleancare>. Accessed December 2020.

³ 2020-2021 Essity Essentials Initiative global trend report. <https://www.tork.co.uk/cleancare> or <https://www.tork.ie/cleancare>. Accessed December 2020.