



Think ahead.

# Secure the New Hygiene Standard: Education Toolkit





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## We're here to help.

Your university will face several health and hygiene challenges during and after the COVID-19 pandemic. While many schools may be open, some are operating in a limited capacity. As the school year continues, students, faculty 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 school. It includes guidelines on when and how to wash hands and clean and sanitize 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. Our goal is to help you stay healthy and safe during this time.

Sincerely,

**Anna Königson Koopmans**  
Marketing Director Commercial  
Essity Professional Hygiene





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## COVID-19

COVID-19 can spread quickly between students, faculty, 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 optimizing hand sanitizer 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**



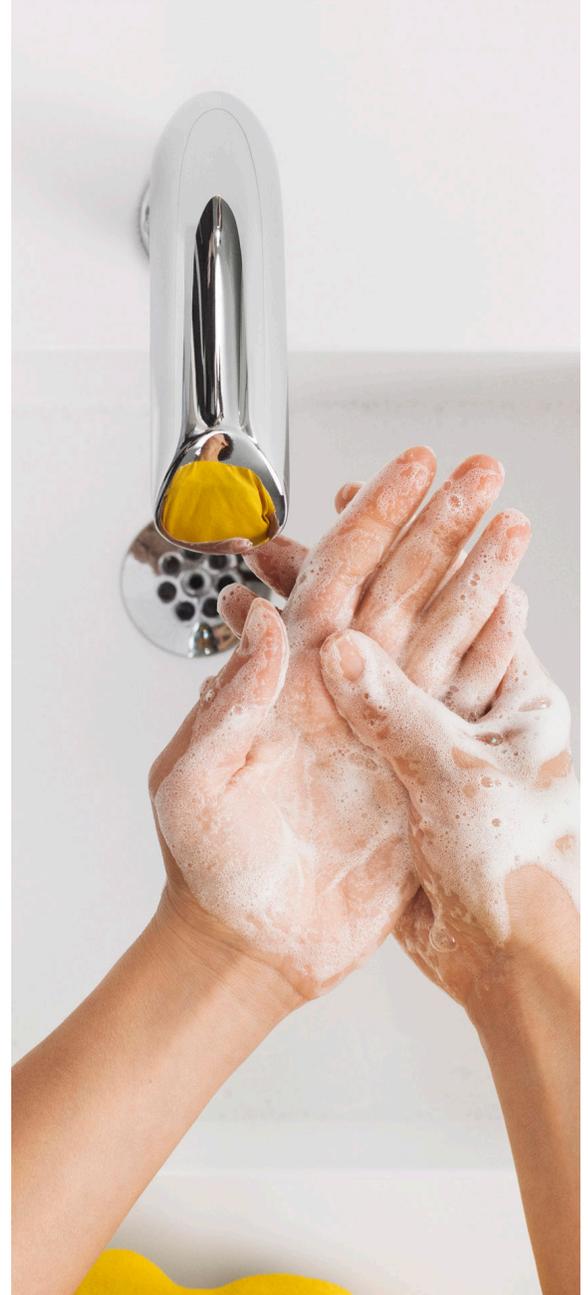
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# Hand hygiene

Regardless of the educational institution you manage, following basic hand hygiene principles can help keep students, faculty, 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, faculty, 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.
- Optimize hand sanitizer 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, faculty and staff about hand hygiene techniques during orientation, upon return from vacations and regularly throughout semesters. Hang up-to-date hygiene and handwashing signage throughout university facilities, especially in restrooms. Place hand sanitizer dispensers at entrances and exits to buildings, classrooms, restrooms, cafeterias and libraries with signage prompts to encourage regular use.



## Resources

**Handwashing procedure**

Wash your hands with soap, water and paper towel!

**Handwashing procedure**

[Download](#)

**Hand Sanitizing**

Disinfect your hands

**Hand sanitizing**

[Download](#)

The friction of drying with paper towels removes **more bacteria** than other methods.<sup>1</sup>

<sup>1</sup> 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.



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# Surface cleaning

Students, faculty, 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 sanitize workspaces as needed.
- Restrooms and locker rooms:** Begin cleaning less dirty surfaces and end with the toilet and floor. Ensure door handles, light switches, dispensers, sink faucets and handles, toilet seats and flushers are cleaned. Use more than one wipe to prevent spreading germs. Mops and sponges can harbor germs, so consider disposable solutions.
- Cafeteria, kitchen and faculty lounge:** Ensure door handles, light switches, food and high-touch surfaces – such as sink faucets, 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 sanitizing.
- Gymnasiums:** Wipe down high-touch surfaces such as exercise equipment, water fountains, door handles and lockers.



## Resources

Tork cleaning for health checklist

- Put on protective gloves and attire.
- Empty trash and recycling bins—replace liners and make sure to sanitize inside and outside of the waste bins as needed.
- Washdown Cleaning**
  - Clean and sanitize touch surfaces with a sustainable green cleaning solution. Use a new wipe for each area to reduce cross-contamination.
  - Remove all dispensers to ensure proper hygiene and hand-washing practices can be followed.
  - Mop the floor using a sustainable cleaning solution, with special attention to areas around the desks and sinks. To reduce cross-contamination consider disposable cleaning options.
- 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 solutions.
- 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 [torkusa.com](http://torkusa.com)

**Tork cleaning for health checklist**

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

Introduction

ESITY is a built-to-order solution that can be used in any facility. The use of data-driven cleaning is a key to success in the facility services industry. The use of data-driven cleaning is a key to success in the facility services industry. The use of data-driven cleaning is a key to success in the facility services industry.

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**The value of data-driven cleaning for your school system**

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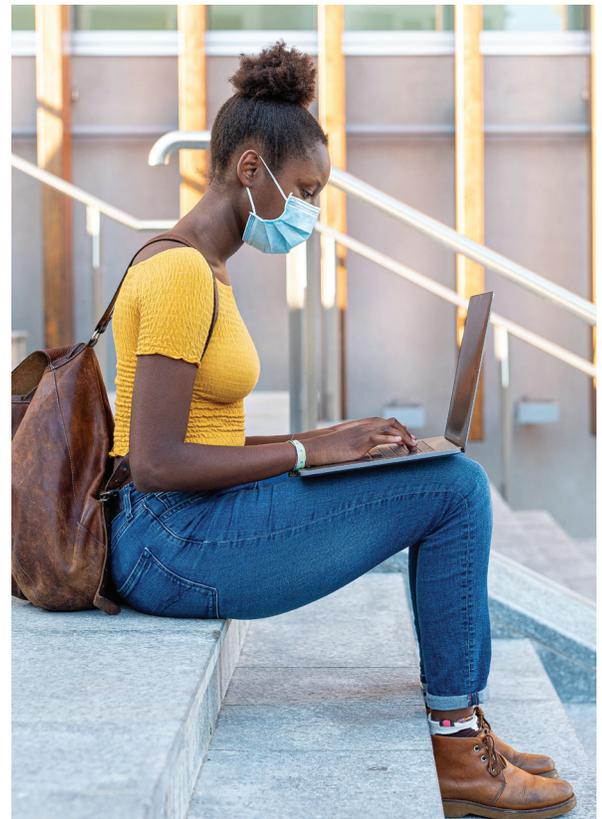


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## Reducing person-to-person transmission on campus

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, faculty 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, faculty 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 faculty.
- **Limiting in-person group meetings.** Meetings should be held virtually as much as possible. For necessary in-person meetings, students and faculty 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 hygienic disposal. For janitorial staff, clear guidelines and quality hygiene are the new standard and schools can meet this expectation to protect students, faculty and staff.



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# 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, faculty, 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 school.

- 1 Entrances**  
Provide students, visitors, faculty and staff with hand sanitizer at all entrances to encourage hand hygiene. Post visible notices to promote proper hand hygiene upon entering and throughout university facilities.
- 2 Restrooms and locker rooms**  
81% of global survey respondents agree that they expect public restrooms to provide a safe hygiene environment to a greater extent now than before COVID-19.<sup>2</sup> 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 sanitizer by the door of each classroom and encourage students to use it when entering. Facial tissues should also be available near the classroom entryways and at gathering areas to promote hygiene. Lastly, wipes and cleaning solutions should be available for janitorial staff and students to clean desks regularly.
- 4 Library, computer labs and offices**  
Place hand sanitizer 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 counters.
- 5 Cafeterias**  
17% of people do not wash their hands before they eat.<sup>3</sup> Provide hand sanitizer at the entrance and exit of cafeterias to promote hygienic behaviors, especially when students and faculty 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. At the checkout line, staff can keep disposable hand towels and cleaning supplies to regularly sanitize counters and hand sanitizer dispensers to promote hygiene between transactions.
- 6 Faculty lounges and health centers**  
Place soap and sanitizer 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 Gymnasiums and athletic facilities**  
Providing hand sanitizer stands at the entrances of high-traffic areas such as gymnasiums 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.](#)

<sup>2</sup> 2020-2021 Essity Essentials Initiative global trend report. <https://www.torkusa.com/cleancare>. Accessed December 2020.  
<sup>3</sup> 2020-2021 Essity Essentials Initiative global trend report. <https://www.torkusa.com/cleancare>. Accessed December 2020.