

# Safe at Work: COVID-19 Education Toolkit



## We're here to help.

As the COVID-19 pandemic continues, your school system is likely facing several health and hygiene challenges. Your school may be closed through the end of term or starting to reopen its doors. When it's time to return to school, whenever that may be, your students, parents, teachers and staff need to prepare for a new reality. Your teachers and staff will face unique challenges, including the lack of staff due to illness, the need to address parents' and students' concerns, taking the steps necessary to protect everyone's health, and new hygiene measures to take care of.

For more than 50 years, Tork has been – and continues to be – committed to improving hygiene in schools by providing complete hygiene solutions and digital cleaning software to improve cleaning quality and efficiency. Tork offers support to teachers, staff and students at all institution levels to ensure proper hand hygiene practices.

We want to share our expertise on how to execute proper hand hygiene and surface cleaning at your school through guidelines on when and how to wash hands and clean and sanitize your school facility, as well as how to keep handwashing stations stocked and 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.

Sincerely,

Anna Königson Koopmans  
Marketing Director  
Essity Professional Hygiene



# COVID-19

COVID-19 can spread quickly in schools between students, staff and teachers through droplets produced when an infected person coughs or sneezes. It may also spread through contaminated surfaces or objects.

However, by following proper hand hygiene protocols, practicing routine cleaning and disinfecting procedures, and optimizing hand sanitizer dispenser placement, you can help reduce the spread of COVID-19 in your school. Whether your institution is a kindergarten, primary and secondary school, college or university, this toolkit provides the resources you need to help reinforce best practices during this pandemic and beyond.



## How can COVID-19 spread in your educational 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

Regardless of the type of educational institution you manage, following basic hand hygiene principles can help keep students, teachers and staff safe and help reduce the spread of the virus that causes COVID-19. While each age level requires different approaches to encourage proper hand hygiene, three principles always apply:

- Sick students, teachers and staff should not come to school.
- Encourage frequent and thorough handwashing.
- Ensure hand hygiene stations are stocked with soap and single-use paper hand towels and have warm water. Drying hands with paper hand towels lowers the risk of spreading bacteria; whereas, air dryers can spread significantly higher levels of germs into the air.<sup>1</sup> Paper hand towels also support many uses beyond hand drying such as: blowing noses, wiping mouths, adjusting cosmetics, medical needs and helping avoid dirty door handles.

Below are suggestions on how to engage students of different ages to help reduce the spread of the novel coronavirus and other pathogens.

- **Kindergarten:** Teach good health behaviors, such as covering coughs and sneezes with their elbow and washing hands frequently with signage prompts to encourage regular handwashing. Sing a song while washing hands for at least 20 seconds, such as “Twinkle, Twinkle, Little Star.” Track and reward proper handwashing and encourage students to use the Ella’s Hand Washing app by Tork (See page 4).
- **Primary and Secondary School:** Focus on encouraging good health behaviors, such as coughing and sneezing into the elbow and washing hands. Remind students to model good hand hygiene for their fellow students and their families by continuing practices at home. Dedicate lessons to learn why hand hygiene is so important. Use the Max’s Hand Washing School material by Tork for experiments and tips (See page 5).
- **Higher Education:** Educate students, teachers and staff about hand hygiene techniques upon returning from a shutdown, during orientation and regularly throughout semesters. Hang up-to-date hygiene and handwashing signage throughout school facilities, especially in restrooms. Place hand sanitizer at entrances and exits to buildings, classrooms, restrooms, cafeterias and libraries with signage prompts to encourage regular use.

The following pages will provide additional resources to help you promote proper hand hygiene in kindergarten, primary and secondary schools and higher education facilities.




The friction of drying with paper towels removes ***more bacteria*** than other methods.<sup>2</sup>

# Kindergarten

Teaching good hygiene can be a challenge in kindergartens, but it is critical in helping reduce the spread of colds, flu and other viruses such as the novel coronavirus that causes COVID-19. So we've developed the Ella's Hand Washing School package by Tork, which includes a free app, hygiene brochures, teaching materials, as well as activities to help make handwashing more fun—and even easier to teach and learn.

Ella's Hand Washing app and storybook by Tork have been fact checked by the Centers for Disease Control and Prevention (CDC) for added peace of mind.

## Resources



**Ella's Hand Washing Adventure App**

[Download](#) 



**Inspire and motivate with Ella's Hand Washing School**

Good hand hygiene habits starts early in life

**The importance of hand washing**  
Absence and illness due to poor hand hygiene in nurseries and schools is a real problem. It affects not only the teachers and children, but often also involves parents having to take extra time off work. We know that teaching and monitoring hygiene is a major challenge for parents as well as educational institutions.

**Hand washing**  
Washing one's hands helps to prevent disease and is the best defence. There are three main types of hander: **germs** and/or **viruses** that are invisible to the naked eye.  

- from the hands to – eyes, nose, mouth and open sores;
- to another person either via direct hand-to-hand contact or via indirect hand-to-object-to-hand contact;
- from hands to food during food preparation.

**Wipe away the germs**  
When cleaning the hands, make sure you get with the best habit of a quick wash, then a quick shake to get the drops off, then go. If you can teach children from an early age to dry

**Teacher's Brochure**


[Download](#) 



**We've made hand hygiene child's play.**  
Ella's Hand Washing School gently teaches your children to wash their hands properly.

**Leaflet**

[Download](#) 



**Ella says... 'Follow these 5 steps'**

1. Wet...
2. Soap...
3. Scrub...
4. Rinse...
5. Dry...

and don't forget, put your hand towel in the bin!

**Ella's Hand Washing Poster**

[Download](#) 

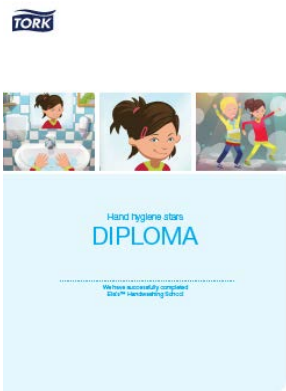


Enter the competition and show me your coloring skills!

**Ella's Hand Washing Adventure**  
Don't forget to wash and dry your hands after coloring!

**Ella's Hand Washing Coloring Poster**

[Download](#) 



**Hand hygiene stars DIPLOMA**

We have successfully completed the Tork Handwashing School!

**Hand Hygiene Stars Diploma**

[Download](#) 

# Primary and secondary school

Primary and secondary school children share classrooms, playgrounds, restrooms and often germs. It can be challenging to get students to wash their hands properly and prevent diseases like COVID-19 from spreading. Max's Hand Washing School by Tork is an easy way to encourage children to wash and dry their hands properly. They'll perform hand hygiene experiments, solve problems and learn helpful tricks.

Below you'll find a student workbook and teacher's manual for your lessons about hand hygiene. Use the activities as lessons or homework. The posters can be hung up around classrooms, in restrooms, or outside cafeterias. Reward your students with a diploma when they've mastered handwashing skills!

## Resources

**Student Workbook**

[Download](#)



**Teacher's Manual**

[Download](#)



**Posters**

[Download](#)



**Activity Cards with Hand Hygiene Experiments**

[Download](#)



**Parent Letter**

[Download](#)



**Diploma**

[Download](#)



# Higher education

During and after the COVID-19 pandemic, it's more important than ever to practice and promote proper hand hygiene across university and college campuses. These higher education facilities experience high and varying traffic during semesters.

Students, faculty and staff touch multiple surfaces such as door handles, light switches and desktops. All should wash and fully dry their hands with paper hand towels 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
- When hands are visibly dirty or soiled
- When sharing equipment such as communal keyboards, computers and printers or handling trash

Provide your students, faculty and staff with clean, well-stocked, disposable paper hand towels and soap in each restroom. Place hand sanitizers at entrances and exits to buildings, classrooms, restrooms, cafeterias and libraries with signage prompts to encourage regular use.

Below are some tools and information to encourage proper handwashing and disinfecting techniques among students, staff members and visitors.



## Resources

**Handwashing procedure**

**Handwashing procedure**

[Download](#)



**Hand Sanitizing**

**Hand rub procedure**

[Download](#)



**Key Messages and Actions for COVID-19 Prevention and Control in Schools**

March 2020

**COVID-19 Prevention and Control in Schools (via WHO)**

[Download](#)



# Surface cleaning

Students, faculty and staff may contract COVID-19 by touching surfaces contaminated with the novel coronavirus, 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.
- **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, 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.

Below are additional resources to help you ensure your school facility remains clean and hygienic during and after the COVID-19 pandemic.



## Resources

**TORK**

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.
- 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 toilets and sinks. To reduce cross-contamination consider disposable cleaning solutions.
- 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-traffic 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: [tork.com](https://tork.com)

**Tork cleaning for health checklist**

[Download](#)



**TORK**

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

Introduction

With the current pandemic situation on the rise and other emerging diseases on the loose, the fact of the matter is that we are in a state of high alert. This is not to say that we are in a state of panic, but it is a state of high alert. This is not to say that we are in a state of panic, but it is a state of high alert. This is not to say that we are in a state of panic, but it is a state of high alert.

For more information visit: [tork.com](#)

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

[Download](#)

COVID-19 and food safety: guidance for food businesses

Meat guidance  
7 April 2020

**Background**

The World Health Organization (WHO) has reported that there are 170,000 deaths worldwide from COVID-19 each day. This is a significant number of deaths, and it is important to take steps to prevent the spread of the virus. This document provides guidance for food businesses on how to prevent the spread of COVID-19 in their establishments.

**Food safety and hygiene**

Food safety and hygiene are essential for preventing the spread of COVID-19. Food businesses should ensure that all food is prepared and served safely. This includes using clean water, proper hand hygiene, and safe food handling practices.

**Food safety and hygiene checklist**

- Wash hands frequently with soap and water for at least 20 seconds.
- Use hand sanitizer when soap and water are not available.
- Avoid touching your face, especially your eyes, nose, and mouth.
- Cover your mouth and nose when coughing or sneezing.
- Stay home if you are sick.
- Avoid close contact with people who are sick.
- Avoid crowded places and indoor air circulation.
- Wear a face mask if you are sick or if you are in a crowded place.
- Avoid sharing food and drinks.
- Clean and sanitize all surfaces that come into contact with food.
- Use clean water for all food preparation.
- Cook food thoroughly.
- Store food properly.
- Discard expired food.
- Clean and sanitize all food contact surfaces.
- Use clean linens and cloths.
- Clean and sanitize all food service equipment.
- Clean and sanitize all food service areas.
- Clean and sanitize all food service staff.
- Clean and sanitize all food service vehicles.
- Clean and sanitize all food service containers.
- Clean and sanitize all food service packaging.
- Clean and sanitize all food service waste.
- Clean and sanitize all food service disposal.
- Clean and sanitize all food service recycling.
- Clean and sanitize all food service composting.
- Clean and sanitize all food service energy.
- Clean and sanitize all food service water.
- Clean and sanitize all food service air.
- Clean and sanitize all food service soil.
- Clean and sanitize all food service fire.
- Clean and sanitize all food service safety.
- Clean and sanitize all food service health.
- Clean and sanitize all food service environment.
- Clean and sanitize all food service community.
- Clean and sanitize all food service culture.
- Clean and sanitize all food service values.
- Clean and sanitize all food service beliefs.
- Clean and sanitize all food service attitudes.
- Clean and sanitize all food service behaviors.
- Clean and sanitize all food service actions.
- Clean and sanitize all food service reactions.
- Clean and sanitize all food service responses.
- Clean and sanitize all food service outcomes.
- Clean and sanitize all food service impacts.
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- Clean and sanitize all food service results.
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- Clean and sanitize all food service successes.
- Clean and sanitize all food service failures.
- Clean and sanitize all food service lessons.
- Clean and sanitize all food service experiences.
- Clean and sanitize all food service memories.
- Clean and sanitize all food service stories.
- Clean and sanitize all food service traditions.
- Clean and sanitize all food service customs.
- Clean and sanitize all food service practices.
- Clean and sanitize all food service rituals.
- Clean and sanitize all food service ceremonies.
- Clean and sanitize all food service events.
- Clean and sanitize all food service occasions.
- Clean and sanitize all food service celebrations.
- Clean and sanitize all food service milestones.
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**COVID-19 and food safety: guidance for food businesses (via WHO)**

[Download](#)

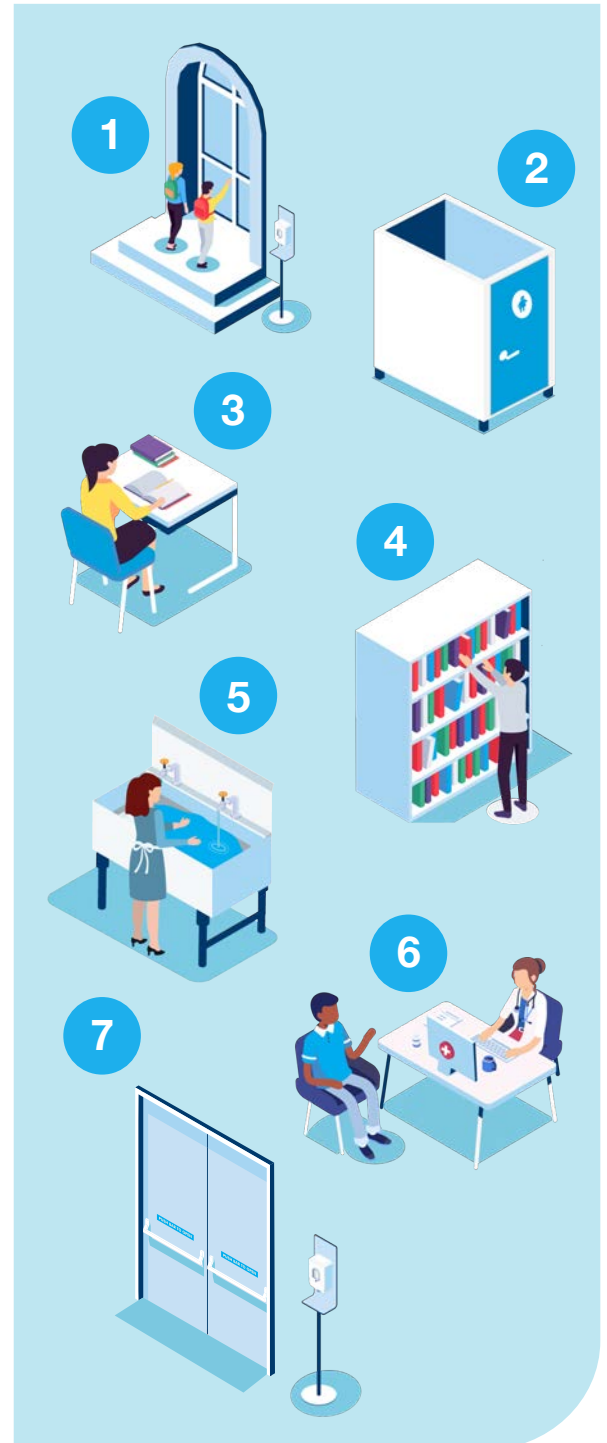




# Dispenser placement recommendations

Whether your school is in session during the COVID-19 pandemic or you are preparing to reopen, it is essential to reinforce proper hand hygiene among students and school staff members by making hand hygiene dispensers easily accessible and within sight. Here are some guiding principles for areas in your school.

- 1 Entrances**  
Provide students, parents, faculty and staff with hand sanitizer at all entrances to encourage hand hygiene. Post visible notices that promote proper hand hygiene.
- 2 Restrooms and locker rooms**  
Ensure you have numerous dispensers for soap, paper hand towels, facial tissues and hand sanitizer close to the sink and at an adapted height. Touch-free dispensers can reduce touchpoint surfaces, and hand sanitizer further encourages personal hygiene. Drying hands with paper hand towels lowers the risk of spreading bacteria; whereas, air dryers can spread higher levels of germs into the air.<sup>1</sup> Providing facial tissues can help prevent the spread of pathogens. Covered waste bins near all dispensers and doors can reduce contamination.
- 3 Classrooms**  
Place hand sanitizer by the door and encourage students to use them when entering. Facial tissues should also be available near the entrance and at gathering areas to promote hygiene. Wipes and cleaning solutions should be available to clean desktops regularly.
- 4 Library, computer labs and offices**  
Place hand sanitizer and facial tissue dispensers in these high-traffic areas. Covered waste bins in these areas can help reduce contamination. Easy access to wipes and cleaning solutions can enable cleaning of tables, chairs, shelves, computers and counters regularly. Encourage each user to take responsibility to clean their workspace after use.
- 5 Cafeterias and kitchens**  
Provide hand sanitizer at entrances. In the kitchen, ensure there are soap and paper hand towel dispensers at handwashing sinks. Keep a dispenser by the counter for disposable hand towels and cleaning supplies for regular cleaning, and hand sanitizer dispensers to promote hygiene between transactions. Provide one-at-a-time napkin dispensers, so students touch only the napkins they take.
- 6 Teachers' lounges and nurse's office**  
Place soap and sanitizer dispensers above all sinks. Offer touch-free paper hand towel dispensers and waste bins close by the sink. Provide wiping solutions to encourage regular surface cleaning. On tables, place one-at-a-time napkin dispensers and facial tissue boxes 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.



1. Redway K, Fawdar S. A comparative study of three different hand drying methods: paper towel, warm air dryer, jet air dryer. European Tissue Symposium (ETS). 2008.