



## Create Cleaner Work Spaces

# Manufacturing and Food Processing Hygiene Guide

In these unprecedented times, clean and hygienic work spaces are more important than ever to support employee well-being. Kimberly-Clark Professional is here to help. Use this guide to equip your facilities with new hygiene standards, both in the office area and on the production floor.



## Hygiene Expertise for Hygiene Excellence

While your facilities enact new measures to protect valued employees and customers, Kimberly-Clark Professional can help you provide a more hygienic environment. In our own manufacturing mills, we've implemented new best practices to benefit staff and customers. As an industry innovator and leader in hygiene products for nearly 150 years, we've got the tools, solutions and guidance to help meet your needs.

## A Whole New Workplace

Manufacturing and processing plants are experiencing major changes in day-to-day protocols, all due to the need to help limit the spread of germs. And as plants adjust for people to share spaces, equipment and amenities, workplace hygiene takes greater priority than ever before.

It has become increasingly vital for facilities to plan and prepare in the following areas:



**Frequent handwashing for employees and guests**



**Increased, effective surface cleaning and disinfecting**



**Physical distancing to the maximum extent possible**



**Use of face coverings by employees and visitors**



**Touchless technology and processes where possible**



**Updated scheduling, meeting and break protocols**

### **10-Step Readiness Checklist**

Whether reopening your facility or considering enhanced protocols, this checklist can help ensure you've considered everything.

[See Checklist included in this guide](#)

### **Hygiene Hot Spots in Your Facility**

Here's a quick guide to areas where hand soaps, sanitizers and disinfectants should be put to work.

[See the Hot Spots graphic included in this guide](#)

# 10-step building hygiene checklist

## What to consider before reopening



As people return to work, it's important to reassure them about the cleanliness and hygiene of your facility. Before you reopen, consider the following steps to demonstrate your commitment to maintaining a clean and hygienic environment.

### 1. Make sure your water system and devices are safe.<sup>1</sup>

After a prolonged shutdown, stagnant or standing water can cause conditions that increase the risk of waterborne illnesses.

### 2. Create a "limited-touch" environment.

Reduce contact with frequently touched surfaces via automatic systems such as sensor-activated door openers and electronic restroom dispensers. Consider simple hygienic upgrades like placing paper towels or tissues next to restroom exits for use on door handles.

### 3. Ensure that your cleaning staff is trained on new protocols.

Do they understand the difference between [cleaning, sanitizing and disinfecting](#)? Do they know how to reduce the risk of cross-contamination and address "hot spots"? Make sure all protocols are implemented properly before reopening your building.

### 4. Establish screening procedures.

Will you conduct health screenings for everyone who enters your building? What about temperature checks and virtual signins via QR codes? See these [OSHA guidelines](#) for additional recommendations.

### 5. Maintain social distancing.

Make sure workspaces are at least six feet apart and consider reducing the number of chairs in a meeting space or conference room.<sup>2</sup>

### 6. Rethink unassigned workspaces and shared equipment.

The CDC recommends that workers avoid using desks, work tools or equipment used by other employees.<sup>3</sup>

### 7. Post hygiene information throughout your facility.

Include [hand hygiene tips and details](#) about screening procedures, cleaning protocols and when an area was last cleaned to reassure people about the steps you are taking to provide a safe and hygienic environment.

### 8. Keep critical supplies well-stocked.

Make sure you have sufficient quantities of soap, bathroom tissue and other items. Also consider adding amenities to promote hand and surface hygiene such as hand sanitizer stands and personal disinfectant wipes for desks, phones and keyboards.

### 9. Develop a response plan in case someone in your building becomes ill.

Identify a space where the person can be safely isolated and have a plan for transferring them to a health facility.<sup>4</sup>

### 10. Consider enhancements to indoor air quality.

Americans spend upwards of 90% of their time indoors. An [EPA report](#) found that installing a system designed to improve indoor air quality in an office can lead to increased productivity, fewer lost work days and medical cost savings.<sup>5</sup>

<sup>1</sup> CDC, <https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html>

<sup>2</sup> CDC, <https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>

<sup>3</sup> CDC, <https://www.osha.gov/Publications/OSHA3390.pdf>

<sup>4</sup> World Health Organization, <https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf>

<sup>5</sup> Environmental Protection Agency, <https://www.epa.gov/indoor-air-quality-iaq/office-building-occupants-guide-indoor-air-quality>

This information brought to you by Kimberly-Clark Professional and our brands:



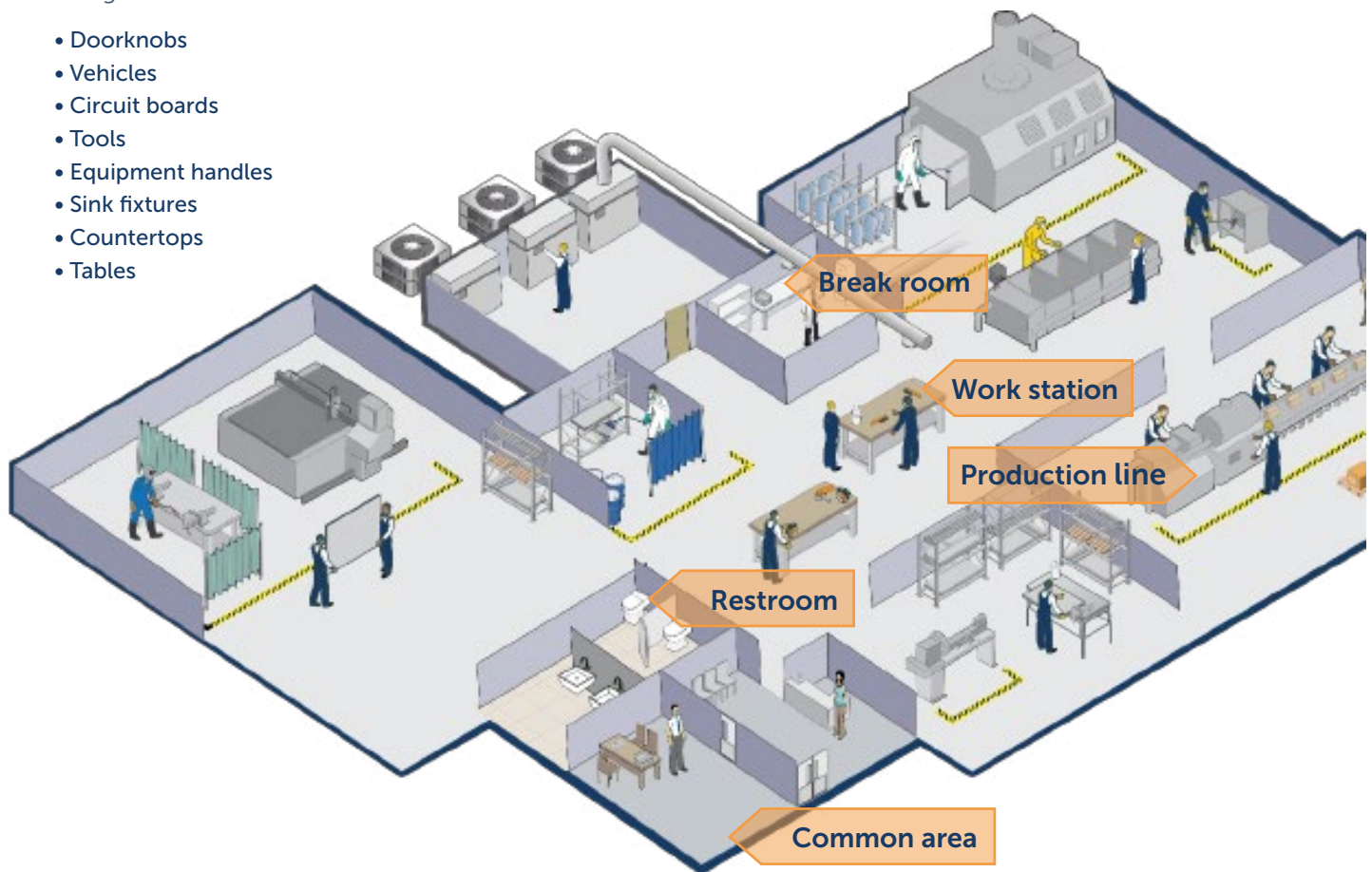
# Industrial hot spots



These areas require hygienic solutions to help stop the spread of germs in your workplace.

- Targeting “hot spots” with hand and surface hygiene is a key step toward helping reduce the spread of germs.
- Objects touched by lots of people throughout the day should be cleaned and disinfected frequently to help break the chain of germ transmission:

- Doorknobs
- Vehicles
- Circuit boards
- Tools
- Equipment handles
- Sink fixtures
- Countertops
- Tables



To learn additional best practices, visit these sites: [hand hygiene](#) and [surface disinfecting](#).

This information brought to you by Kimberly-Clark Professional and our brands:

