

 **Kimberly-Clark**

PROFESSIONAL

Create Cleaner Work Spaces

# Your Office Hygiene Guide

In these unprecedented times, employers and facility managers feel a heightened sense of concern for employee well-being. Kimberly-Clark Professional is here to help. Use this guide to prepare your office for new hygiene standards.



## Hygiene Expertise for Hygiene Excellence

While your office building enacts new measures to protect valued employees, co-workers and clients, Kimberly-Clark Professional can help you provide a more hygienic environment. 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.

# Germs: The More You Know

Think you're informed about workplace germs?  
Here are some stats that may surprise you.

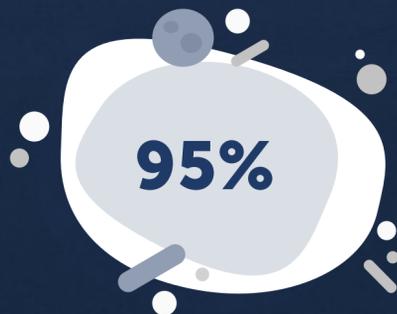


## Surface Surprises

Studies show keyboards harbored 8,900 bacteria<sup>1</sup> and mobile phones harbored 6,300 bacteria.<sup>2</sup>

## Face the Facts

In the span of 24 hours, the average adult touches 7,200 surfaces<sup>3</sup> and touches their face 552 times.<sup>4</sup>



## Help Your Hands

Nearly 95%<sup>5</sup> of adults do not wash long enough to thoroughly clean the germs from their hands.

## The Dirt on Desks

The average desk has 400 times more bacteria than a toilet seat.<sup>6</sup>



If you're alarmed by these numbers,  
**know that you're not alone.**

It's important to understand what you're up against every day, so you can protect the people in your office. Get prepared with a solid workplace hygiene strategy.

# Assess Your Situation

To help you set up a successful office hygiene strategy, here are some essential items to consider. Note your building's level of preparedness in each of these areas, then determine your action steps.

**For more guidance,** connect with a Kimberly-Clark Professional Sales Representative to arrange a virtual hygiene walk-through.

Critical action areas		● Unprepared	● Needs Improvement	● Prepared
1.	<p>Surfaces disinfected throughout the day in most hygienic manner:</p> <ul style="list-style-type: none"> <li>EPA-approved cleaner &amp; disinfectant</li> <li>Properly trained/retrained cleaning staff</li> <li>Scheduled disinfecting throughout the day</li> </ul>			
2.	<p>Frequent hand washing encouraged for all employees &amp; visitors:</p> <ul style="list-style-type: none"> <li>Best practices shared via company messaging</li> <li>Visual cues posted as a frequent reminder</li> <li>Sinks well-stocked with hand soap &amp; single-use paper towels</li> </ul>			
3.	<p>Hand sanitizer (at least 60% alcohol) available in high-traffic hotspots throughout the office:</p> <ul style="list-style-type: none"> <li>Entrances, reception areas, restrooms, doors with handles, etc.</li> <li>Consider hygiene stations in work areas</li> </ul>			
4.	<p>Disinfectant spray and/or wipes provided in high-traffic hotspots:</p> <ul style="list-style-type: none"> <li>Stair hand rails, breakroom counters, near elevator doors, etc.</li> </ul>			
5.	<p>Restrooms equipped for convenience, max hygiene and efficiency:</p> <ul style="list-style-type: none"> <li>Hygienic toilet paper, seat covers, hand soaps &amp; sanitizers</li> <li>Consider facial tissues to support hygiene</li> </ul>			
6.	<p>Hand drying process optimized for hygiene:</p> <ul style="list-style-type: none"> <li>Disposable paper towels</li> <li>Fully enclosed dispensers</li> <li>Consider touchless technology</li> </ul>			

## References

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- Source: <https://www.ehstoday.com/archive/article/21904825/the-dirty-truth-about-your-desk>