

# BEST PRACTICE GUIDE

## HAND HYGIENE, CLEANING, WASTE MANAGEMENT AND SAFETY IN OFFICE FACILITIES



The essential guide for all office facilities looking to implement cleaning, hygiene, safety and waste management best practices.

A place where many people spend most of their days, the office is a hotspot for the spread of germs. Office spaces, regardless of company or sector, will face a common set of challenges when workers return.



### TIPS

**HAND HYGIENE** – Frequent effective handwashing and the use of hand rubs helps prevent the spread of germs and infections.

**CLEANING** – Regularly cleaning surfaces keeps them free of microbes and prevents the spread of germs.

**WASTE MANAGEMENT** – Isolating contaminated waste limits the cross-contamination potential.

**SAFETY** – Keeping a safe distance from one another keeps building staff and office tenants safe.

# BEST PRACTICE

## IMPLEMENTING EFFECTIVE PROCEDURES IN ANY OFFICE FACILITY

Institutions such as the World Health Organisation (WHO) and the UK Government provide guidelines to help facilities equip and prepare for a return to full operations. They cover four key areas:



### HAND HYGIENE

Offices are places where people meet and interact with one another and the surroundings. Facilities will need to take steps such as:

- Undertake an audit prior to reopening and update signage in bathrooms, showers, break rooms, kitchens, etc. <sup>1</sup>
- Allocating high-traffic areas like receptions, kitchens or meeting rooms with their own **hand hygiene provisions for staff and visitors.** <sup>2</sup>



### CLEANING

In order to keep all areas of an office facility clean, cleaning materials should be available to all staff, alongside other measures:

- Building management staff responsible for hotdesking spaces should **provide communal cleaning equipment** in those areas. <sup>3</sup>
- Prior to reopening the office for workers, aerate the space by opening doors and windows if possible. <sup>2</sup>



### WASTE MANAGEMENT

Waste is generated in every part of an office facility. Staff must take steps to ensure collected waste does not become a risk to staff and office tenants:

- **Collected waste should be housed in closed lid containers** or double bagged. <sup>4</sup>
- Waste collected from a known infectious source must be isolated for 72 hours before being reintegrated with the normal waste. <sup>4</sup>



### SAFETY

Workers returning to their offices is not the time to relax social distancing measures, rather, it must continue to be enforced with measures such as:

- Rearranging furniture (seating, plants, etc) in reception, break rooms and meeting spaces to maximise available space. <sup>5</sup>
- Creating floor markings with tape or other materials to denote 2m gaps between people. <sup>5</sup>
- **Implementing barriers that direct traffic through open spaces** or impromptu one-way systems. <sup>5</sup>

## TIP |

Clear communication of your procedures for hand hygiene, cleaning, safety and waste management to building staff and office tenants drives adoption and supports lasting behaviour change, and as a result, keeps everyone safe.

<sup>1</sup> [https://www.who.int/gpsc/clean\\_hands\\_protection/en/](https://www.who.int/gpsc/clean_hands_protection/en/)

<sup>2</sup> <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

<sup>3</sup> <https://eurogip.fr/en/spain-workplace-good-practices-guidance-facing-covid-19/>

<sup>4</sup> <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

<sup>5</sup> [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/884370/coronavirus-covid-19-safer-transport-guidance-for-operators.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/884370/coronavirus-covid-19-safer-transport-guidance-for-operators.pdf)

# OUR SOLUTION

## DELIVERING BEST PRACTICE WITH THE RIGHT PRODUCT SOLUTIONS



The Rubbermaid Commercial Products Workplace Essentials Range contains a variety of products that can help implement increased standards of hygiene, without putting a strain on budgets.

### HAND HYGIENE

Our range includes wall-mounted dispensers and free-standing hand hygiene stations deployable throughout a facility. Cross-contamination risks are reduced in manually operated units by integrated antimicrobial touchpoints. With touch-free dispensers, user contact is eliminated completely.

Hand hygiene units are complemented by high-capacity sealed refills containing soap or hand rubs that make them a flexible hand hygiene solution for users.



### CLEANING

HYGEN™ cloths and mop pads are ideal for surface cleaning, even where there are restrictions on cleaning products. Their microfibre composition removes 99.9% of microbes whether they are used with an active SARS-COV-2 grade disinfectant or with a neutral solution. A range of colours minimises cross-contamination risks during a cleaning cycle. Disposable cloths and mops are also available to minimise the risk of cross contamination.



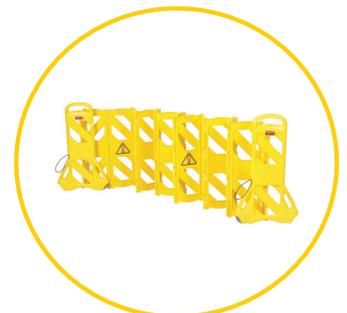
### WASTE MANAGEMENT

Our range of waste management products deliver safety by isolating contaminated waste within a closed-lid system. Isolating disposed materials from the open-air means germs are prevented from spreading. Germ transmission is reduced further through foot pedal operation, rather than hand operation. Each unit's smooth surfaces and sturdy structural design make them easy to clean between uses, removing lingering viral threats.



### SAFETY

Our safety barriers are durably designed to withstand constant use in high-traffic areas and are lightweight, making them easy to deploy and stow away. Once in place, these units are adept at enforcing social distancing requirements at counters, reception areas and other points of interaction. Their presence within a space can also help to manage movement in open spaces and highlight impromptu one-way systems.



For more information please contact us at [RCPenquiries@newellco.com](mailto:RCPenquiries@newellco.com)

