

 **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 bacteria¹ and mobile phones harbored 6,300 bacteria.²

Face the Facts

In the span of 24 hours, the average adult touches 7,200 surfaces³ and touches their face 552 times.⁴



Help Your Hands

Nearly 95%⁵ 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.⁶



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

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