



Create cleaner workspaces

Your office hygiene worksheet

Maintaining a clean and hygienic office is essential for minimizing employee illnesses and enhancing overall well-being. This worksheet will guide you in assessing and improving hygiene practices in key areas of your workspace, helping you create a healthier and more productive workplace environment.

Trusted experts in hand and surface hygiene

With over 150 years of experience, we understand the unique challenges offices face in maintaining hygiene standards. Our restroom products ensure consistent quality across trusted brands, leveraging real-world customer insights to keep your workplace effortlessly clean while meeting daily demands seamlessly.

Germs: The More You Know

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

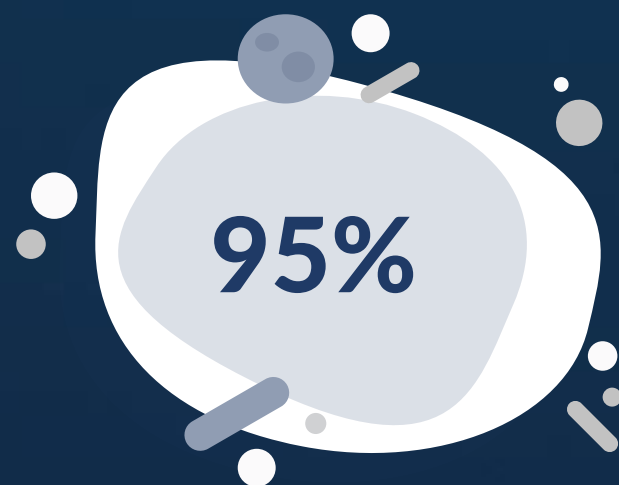


Surface Surprises

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.	<p>Optimal hygiene practices for daily surface disinfection:</p> <ul style="list-style-type: none"> • How often are high-touch surfaces disinfected? • Are EPA-approved cleaners and disinfectants used? • Has cleaning staff been properly trained or retrained? • Are disinfectants used per manufacturer instructions (concentration & contact time)? 			
2.	<p>Promoting regular hand washing for employees & visitors:</p> <ul style="list-style-type: none"> • Are hand washing best practices communicated via company messaging? • Are visual reminders posted throughout the office? • Are sinks stocked with hand soap & single-use paper towels? 			
3.	<p>Hand sanitizer availability (at least 60% alcohol) in high-traffic hotspots:</p> <ul style="list-style-type: none"> • Are hand sanitizers available in high-traffic areas (entrances, reception & restrooms)? • Are hygiene stations conveniently placed in work areas? • Are disinfectant wipes used for high-touch surfaces & shared equipment? 			
4.	<p>Restrooms equipped for convenience, max hygiene and efficiency:</p> <ul style="list-style-type: none"> • Are restrooms equipped with toilet paper, seat covers, hand soap & sanitizers? • Do you provide facial tissues for hygiene needs? • Is there a system to promptly report and address restroom maintenance issues? • Are supplies regularly checked and replenished? 			
5.	<p>Hand drying process optimized for hygiene:</p> <ul style="list-style-type: none"> • Are disposable paper towels available? • Are paper towel dispensers fully enclosed to maintain hygiene standards? • Have you considered adding touchless technology to minimize contact? 			

References

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 2. Martínez-González, N.E., Solorzano-Ibarra, F., Cabrera-Díaz, E., Gutiérrez-González, P., Martínez-Chávez, L., Pérez-Montaño, J.A. and Martínez-Cárdenas, C., 2017. Microbial contamination on cell phones used by undergraduate students. Canadian Journal of Infection Control, 32(4).
 3. Zhang, N., Li, Y. and Huang, H., 2018. Surface touch and its network growth in a graduate student office. Indoor air, 28(6), pp.963-972

4. A frequent habit that has implications for hand hygiene. Kwok, Yen Lee Angela et al. 2015. American Journal of Infection Control, Volume 43, Issue 2, 112 - 114
 5. Borchgrevink, C.P., Cha, J. and Kim, S., 2013. Hand washing practices in a college town environment. Journal of Environmental Health, 75(8), p.18.
 6. Source: <https://www.ehstoday.com/archive/article/21904825/the-dirty-truth-about-your-desk>