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Hygiene in offices

Without proper cleaning, disinfection is of no use.

With the outbreak of the Covid-19 virus, in addition to keeping distance from each other, it is important to have good personal and environmental hygiene to prevent the spread of the Covid-19 virus.

Hygiene is the practice of maintaining and promoting good health by cleaning and disinfecting, in order to break the chain of infection.

Good hygiene requires, in addition to regular hand washing, identification of critical contact points for cleaning and, if necessary, disinfection. Discuss this with your cleaning service provider.



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Ten steps for cleaning and disinfection of surfaces

Step 1

Identify the surfaces that are subject to regular hand contact. Discuss this with your cleaning service provider and decide when cleaning and when disinfection is required.

Step 2

Choose a cleaning agent based on the type of soiling and material compatibility.

Step 3

If disinfection is necessary, choose a suitable and authorised disinfectant. Use disinfectants with a virus claim, these are all suitable against the Covid-19 virus.

Step 4

Remove visible (coarse) dirt from the surface to be cleaned. Apply the cleaning agent. If the cleaning agent needs to be diluted, do so according to the instructions.

Step 5

Clean the identified surfaces.

Step 6

Rinse with clean water or wipe the cleaned surfaces. Make sure they are dry after cleaning.

Step 7

If disinfection is required, read and follow the label of the disinfectant.

Step 8

Apply the disinfectant. If the disinfectant must be diluted, do so according to the instructions on the label.

Step 9

Allow the disinfectant to act according to the instructions on the label.

Step 10

Ensure that the disinfected surfaces are dry after disinfection. Rinse or wipe the disinfected surfaces if this is indicated on the label.

Tips for cleaning and disinfection

- Clean regularly and use a cleaning schedule with a checklist.
- Ventilate rooms regularly and dry wet surfaces immediately.
- Keep surfaces dry and clean.
- Identify the location and cause of the contamination.
- Choose the right means and methods of cleaning and disinfecting.
- Always read the label and follow the instructions for use.
- Use appropriate personal protective equipment, if necessary, for safe cleaning and disinfection.
- Use an appropriate package of cleaning products and/or disinfectants. Consult your supplier/cleaning service provider about this.
- Preferably use single-use cleaning materials.

For further information:

Also see the NVZ publication 'Verstandig gebruik van desinfectiemiddelen' for extensive information on the use of disinfectants. Scan the QR-code.





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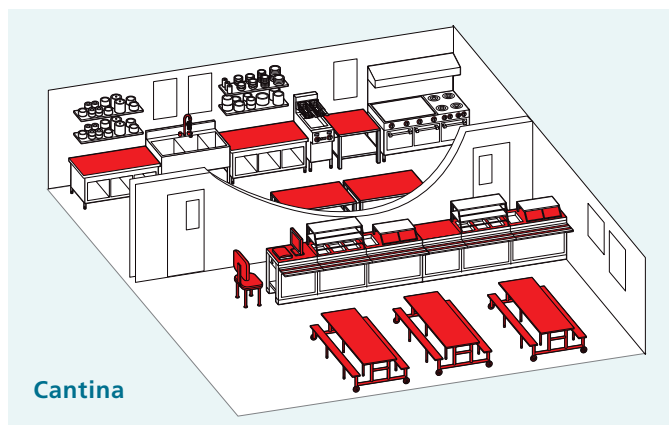
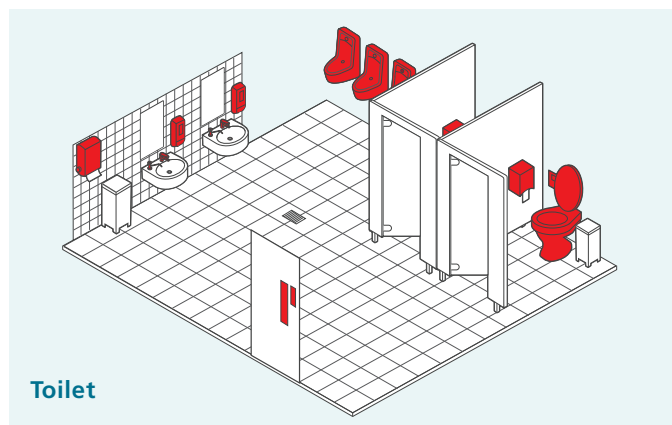
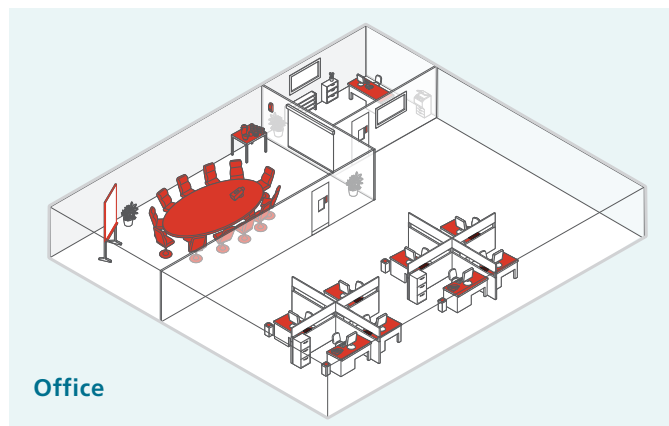
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Hygiene in offices critical contact points

Critical contact points

To protect people in offices from infections caused by the Covid-19 virus or other microorganisms, it is important to keep the critical contact points hygienic.

These critical contact points can be kept hygienic by being properly cleaned and disinfected where necessary.



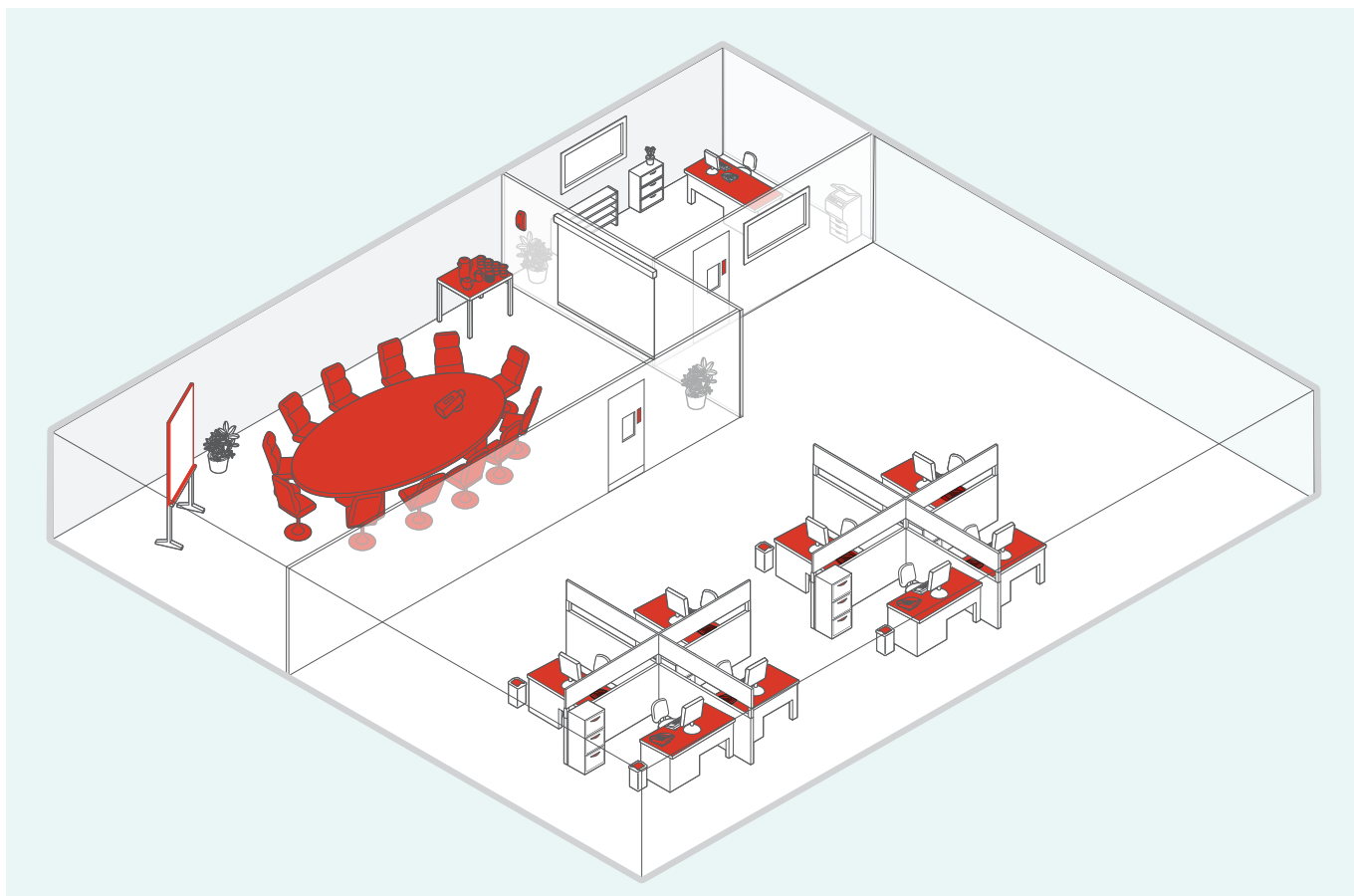
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Critical contact points for offices



**In offices, pay attention
to the following critical
contact points.**



Door handles and railings



Desks/tables



Telephones



Metal surfaces



Light switches and other
switches

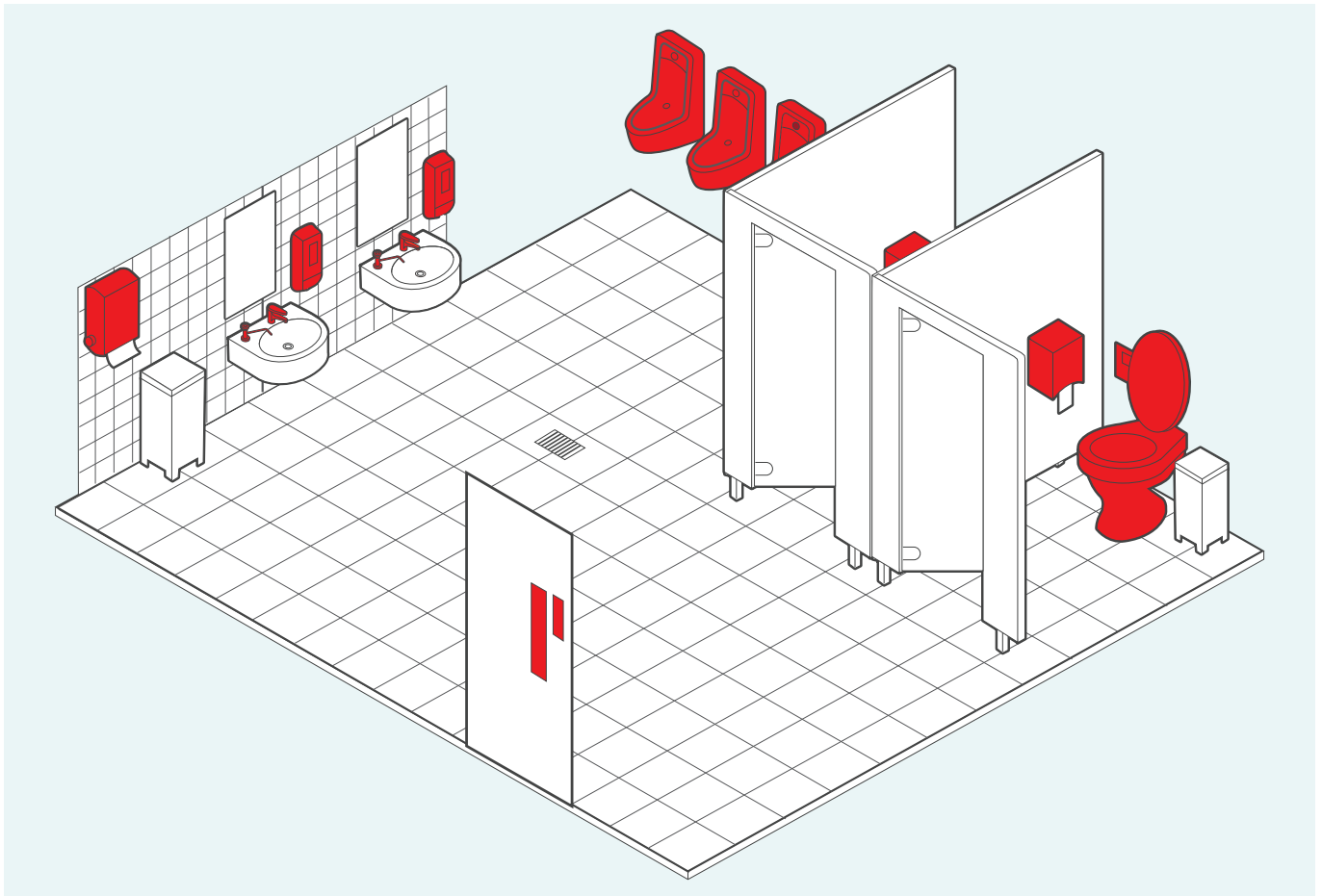
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Critical contact points for toilets



**In toilets, pay attention
to the following critical
contact points.**



Door handles and railings



Light switches and other
switches



Push button(s) for toilets,
taps



Toilet seats and splashbacks



Dispensers and holders for
paper towels and toilet rolls

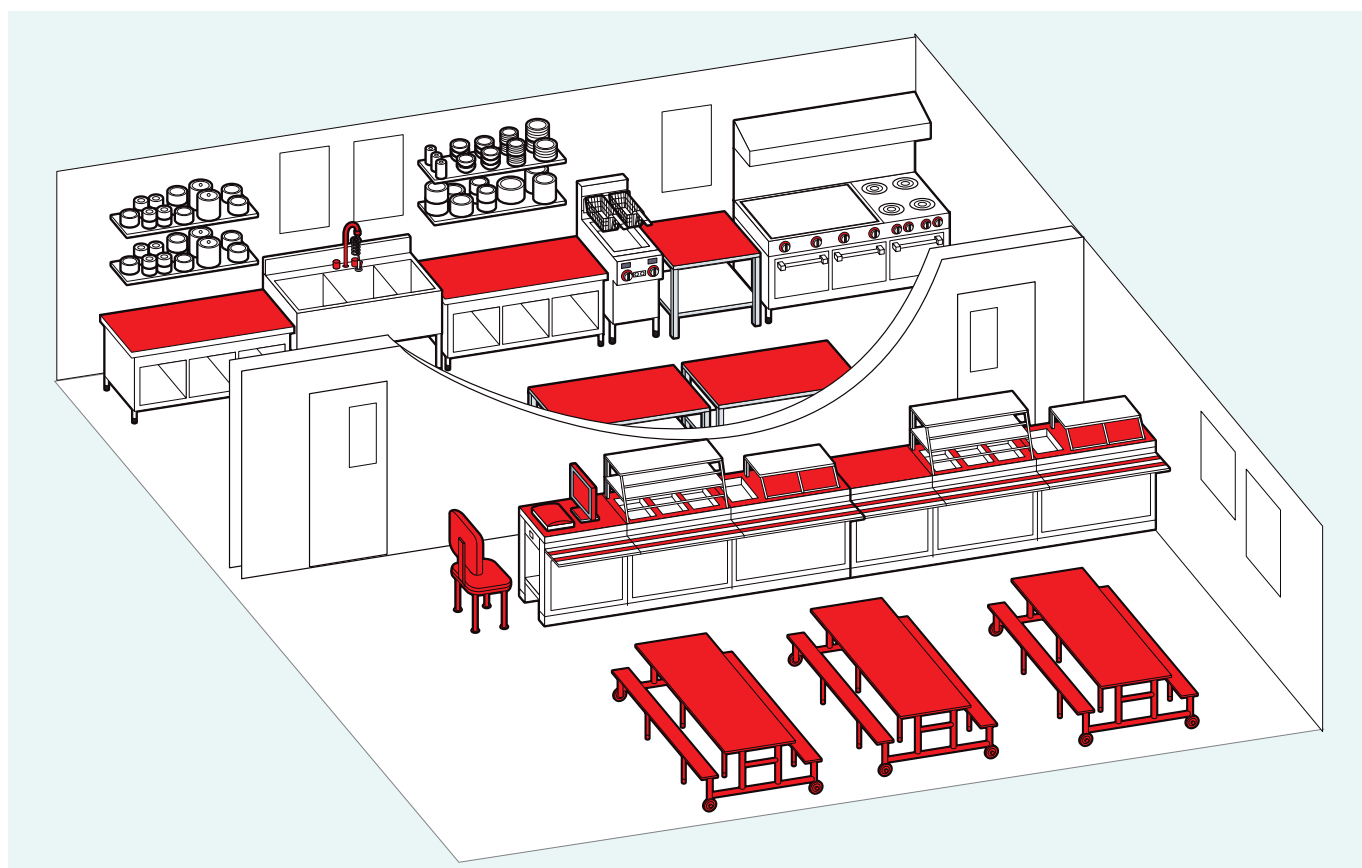
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Critical contact points cantina



In the cantina, pay attention to the following critical contact points.



Door handles and grips



Light switches and other switches



Food contact surfaces



Tabletops



Hand contact surfaces



Taps/sinks



Cutlery and other eating utensils



Chairs



Transparent screens (sneeze guards)



Paper towel dispensers and holders

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Cleaning and the Circle of Sinner

Cirkel van Sinner

The cleaning itself is a tuning of four parameters, which are described in the Sinner's Circle/TACT parameters:

- Temperature: temperature of the cleaning process;
- Action: mechanical force used in cleaning, this includes high pressure cleaning;
- Chemistry: the use of a cleaning product;
- Time: the time used for the cleaning process.

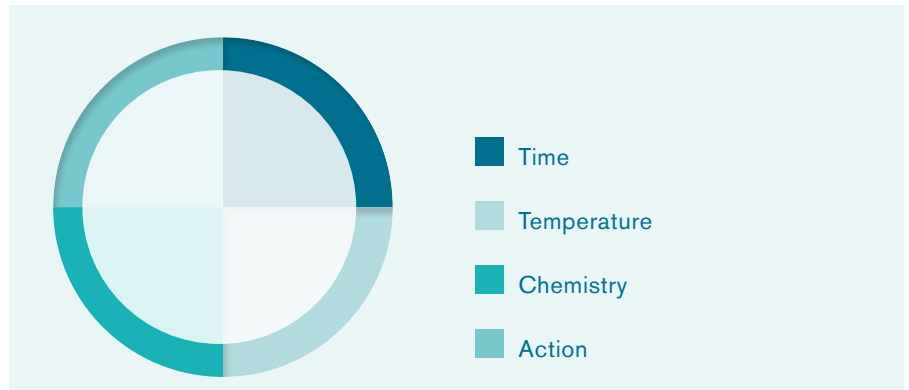


Figure 1: Sinner's circle, general.

Example 1: Lime scale

There is limescale on the tap. You can scrub very hard with a damp scouring pad. The action factor is big; the factors of time, chemistry and temperature are smaller. (see figure 2).

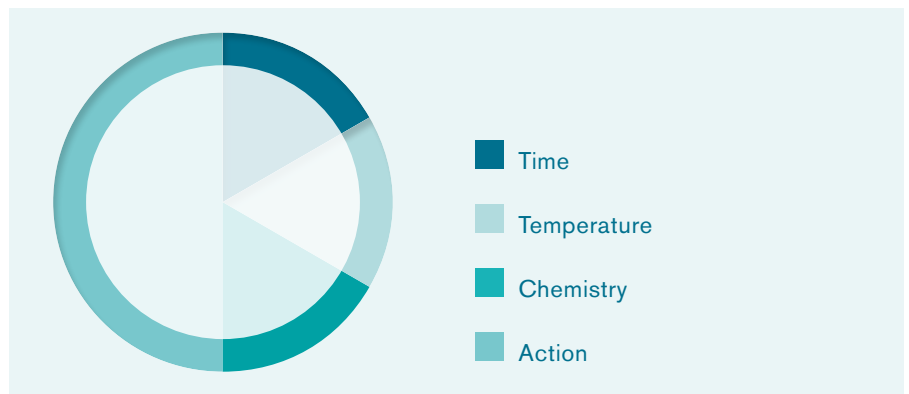


Figure 2: Sinner's circle, taken from example 1.

Example 2: Abrasive

If you put an abrasive on your scouring pad, you don't have to scrub as hard and you are done faster. The chemistry factor becomes larger, the action and time factors smaller. (see Figure 3).

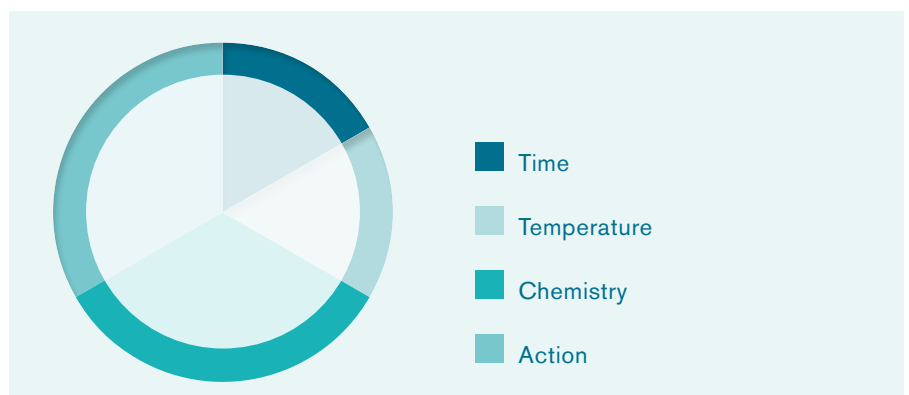


Figure 3: Sinner's circle, taken from example 2.

For further information:

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Which products for good hygiene

Which cleaning product for effective cleaning?

The choice of cleaning product depends on the type of dirt to be removed and the surface to be cleaned. An alkaline detergent should be used in places where there is a lot of organic dirt such as fat, proteins and starch (carbohydrates). For example, areas that are touched a lot and where grease from hands can be left behind.

If, on the other hand, there is a lot of inorganic dirt such as lime and rust, an acidic cleaning product should be used. Think for example of wet areas such as the toilet.

Consult the supplier about a suitable package of cleaning products and/or disinfectants for your situation.

Cleaning machines/materials

For cleaning large surfaces, the use of cleaning machines is recommended.

Wash reusable cleaning materials on the correct wash cycle at a minimum of 60 degrees and use the correct dosage of detergent.

Disinfectants

Only use approved disinfectants. These have an approval number on the label (format 12345 N or NL-1234567-1234). Read and follow the instructions for use given on the label.

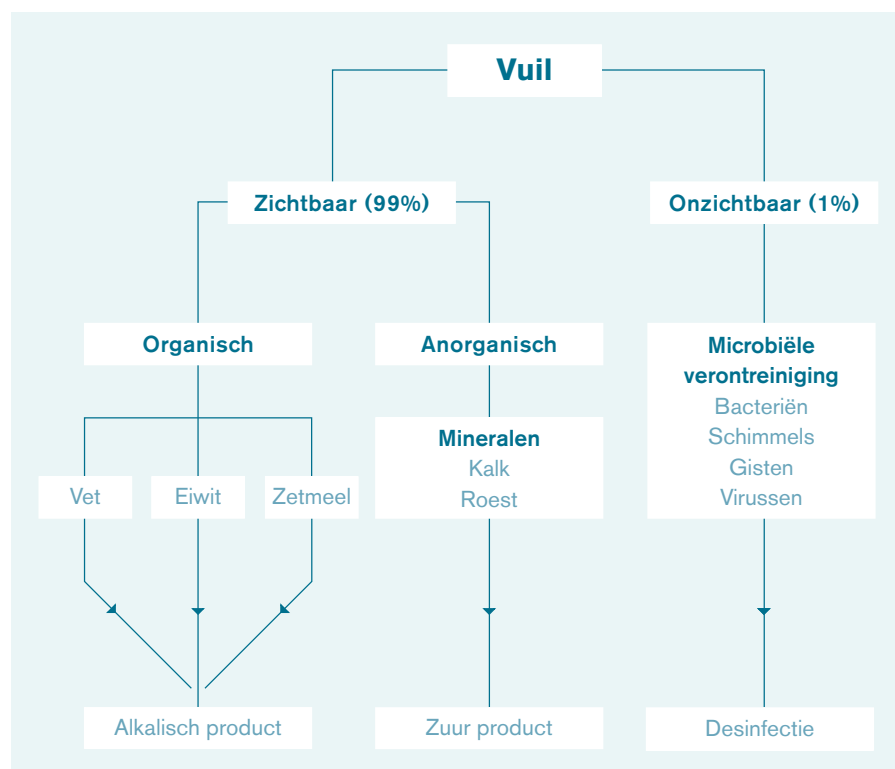


Figure 4: schematic overview of choice of product for different types of pollution.

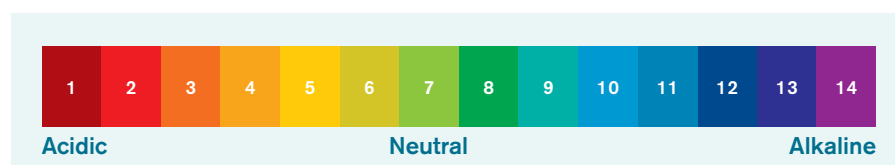


Figure 5: pH-bar. An acidic cleaner has a pH of 6 or lower and an alkaline cleaner a pH of 8 or higher. Different surfaces and soiling require different cleaning agents.

For more information:

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Hand washing essential for good hygiene - This is how to do it!



1. Moisten hands



2. Use sufficient hand soap



3. Rub palms together



4. Fingers together and wash back of hand and between fingers of both hands



5. Wash between the fingers with palms facing each other



6. Interlock fingers and move hands in a circle



7. Wash left and right thumb with a rotating movement



8. Wash fingertips of both hands by rotating them in the palm of your hand



9. Rinse hands with water



10. Dry hands thoroughly (also between fingers) and close tap with paper towel



11. Nice! You and others are now protected!



Prefer a video?
Scan this QR code!