



# Computer Sanitization guidelines

March 2020

## **Recommended steps for computer sanitization**



*With public health concerns over the COVID-19 disease, also known as Corona virus, spreading worldwide, we want customers and employees to have the information they need to effectively clean their computing devices and to assist in maintaining a healthy work environment. The Centre for Disease Control and Prevention (CDC) recommends cleaning surfaces, followed by disinfection, as a best practice for the prevention of Coronavirus and other viral respiratory illnesses in households, businesses and community settings.*

### **Cleaning Guidance:**

*A CDC-recommended disinfectant is an alcohol solution consisting of 70% isopropyl alcohol and 30% water. Please follow the steps below to use the solution when cleaning high-touch, external surfaces on computing devices.*

- 1. Wear disposable gloves made of latex (or nitrile gloves if you are latex-sensitive) when cleaning and disinfecting surfaces.*
- 2. Turn off the device and disconnect AC power (for printers, devices should be unplugged from the outlet). Remove batteries from items like wireless keyboards. Never clean a product while it is powered on or plugged in.*
- 3. Disconnect any external devices.*
- 4. Moisten a microfiber cloth with the cleaning solution. Do not use fibrous materials, such as paper towels or toilet paper. The cloth should be moist, but not dripping wet.*
- 5. Do not spray any liquids directly onto the product.*
- 6. Gently wipe the moistened cloth on the surfaces to be cleaned. Do not allow any moisture to drip into areas like keyboards, display panels or USB ports located on the printer control panels, as moisture entering the inside of an electronic product can cause extensive damage to the product.*
- 7. Start with the display or printer control panel (if applicable) and end with any flexible cables, like power, keyboard and USB cables.*
- 8. When cleaning a display screen or printer control panel, carefully wipe in one direction, moving from the top of the display to the bottom.*
- 9. Ensure surfaces have completely air-dried before turning the device on after cleaning. No moisture should be visible on the surfaces of the product before it is powered on.*
- 10. After disinfecting, copier/scanner glass should be cleaned again using an office glass cleaner sprayed onto a clean rag to remove streaking. Streaking on the copier/scanner glass from the CDC-recommended cleaning solution could cause copy quality defects.*
- 11. Gloves should be discarded after each cleaning. Clean hands immediately after gloves are removed.*

## *Safe handling of cleaning solution*



### *Instructions for safe handling of the cleaning solution:*

*It is important to handle isopropyl alcohol in a safe manner at all times.*

- Avoid contact with skin, eyes, and clothing.*
- Keep away from heat and sources of ignition.*
- Use with adequate ventilation.*
- Store in a cool, well-ventilated place.*
- Keep container tightly closed.*
- In the event of contact with isopropyl alcohol, wash skin thoroughly with soap and water.*



*Thank you*