

Cleaning and Disinfecting Computers Used by Multiple People In Departmental Offices

Computer and copier equipment should be disinfected with 70% isopropyl alcohol only. Other chemicals may damage the equipment. The College will be supplying each department with a box of 70% isopropyl alcohol pads. If you run out, you may contact EHS for more as part of a PPE request.

The following options are available.

1. If the people using the shared computer are known (for example certain staff in your department share a computer on different days/times), dedicate a keyboard and mouse to each person that they would connect to the shared computer. Disconnect and store the keyboard and mouse while not using. If you would like to use this option, but do not have any extra keyboards/mice, please contact the Help Desk to request them. CTS has a limited supply available.
 - a. Each individual will be responsible for cleaning and disinfecting their own keyboard and mouse.
 - b. The monitor and exposed surfaces of the computer should be disinfected daily. You can use a 70% isopropyl alcohol pad with a contact time of one minute on the monitor and then another for the exposed surfaces of the actual desktop. Make sure to turn the equipment off *before* disinfecting and wash hands after disinfecting.

2. Purchase keyboard and mouse covers (approximately \$20-\$25 total). CTS can recommend covers based on the type of keyboard and mouse (PC vs. Mac). Under this option users should wipe down the covers before and after each use.
 - a. Locate the 3H hand sanitizer spray bottle and paper towels provided by Facilities to each department.
 - i. Use enough 3H hand sanitizer sprayed directly on paper towels to wipe down the keyboard and mouse covers.
 - ii. After wiping surfaces, use a light amount of 3H hand sanitizer to clean your hands.
 - b. The monitor and exposed surfaces of the computer should be disinfected daily. You can use a 70% isopropyl alcohol pad with a contact time of one minute on the monitor and then another for the exposed surfaces of the actual desktop. Make sure to turn the equipment off *before* disinfecting and wash hands after disinfecting.

Cleaning and Disinfecting Multifunction Devices Used by Multiple People In Departmental Offices

Multifunction devices (all-in-one copiers, printers, fax, scan-to-pdf) are commonly shared in an office. There are multiple touch points, primarily the control panel of the multi-function device. When using these devices, please follow these guidelines:

1. Wash your hands before and after use. You may use the Facilities provided 3H hand sanitizer for this purpose.
 - a. Make sure to disinfect the control panel at least daily, perhaps more depending on use. You can use a 70% isopropyl alcohol pad with a contact time of one minute. Make sure to turn the equipment off *before* disinfecting and wash hands after disinfecting.

Additional Resources

- Dell has [instructions on how to properly clean a PC](#) (see the section: Client Systems) along with a [video to illustrate](#) it.
- Apple has [instructions on how to properly clean their devices](#).