Sanitizing Devices Guide

steps for safely cleaning your technology devices

Supplies

- Soft cloths (e.g., eye glasses clothes)
- Isopropyl alcohol or bleach-free disinfectant wipes

Warnings

- Do not use excess force when cleaning the keyboard, mouse or monitor
- Never use bleach or abrasive cleaning products to disinfect the computers and phones

Sanitizing a Computer

1. Wash your hands

2. Turn off the computer, then unplug the power cord.

3. Disconnect the monitor, keyboard and mouse and remove any batteries installed in the devices. If you are sanitizing a laptop, make sure the laptop is turned off. Remove the battery and make sure it is unplugged as well. Open the laptop after disconnecting the battery.

4. Remove dirt, dust, and crumbs from the keyboard by using a can of compressed air. Hold the can approximately 6 inches from the keyboard and spray along the perimeter of each key.

5. Sanitize the keyboard by using a disinfectant wipe or soft, linen-free cloth dipped in isopropyl alcohol. Rub the cloth or wipe on the top and sides of each key and then wipe the surface and bottom of the keyboard. Use a new disinfectant wipe or cloth to clean the mouse. Do not use these materials to clean the monitor/screen.

6. Dampen a microfiber cloth with plain water. Gently wipe the computer monitor to remove dirt and fingerprints. Avoid placing pressure on the screen. Sanitize the monitor by using a disinfectant wipe specifically designed for LCD and laptop screens. (e.g., https://www.amazon.com/Monitor-Wipes-Pre-Moistened-Streak-Free-Ammonia-Free/dp/B0774S56RN/ref=psdc_14084681_t3_B005UMF4AE?th=1)

Sanitizing a Phone or Tablet

1. Wash your hands.

2. Unplug the phone from the power source.

3. Remove dirt from the keypad, if applicable, ports, and speaker by using a can of compressed air. Hold the can approximately 6 inches from the surface when spraying.

4. Wipe the surface of the phone by using a bleach-free disinfectant wipe or a soft cloth dabbed in isopropyl alcohol. Use a separate cloth or disinfectant wipe to clean the entire surface of the headset, including the speaker and microphone. (e.g., https://www.amazon.com/Monitor-Wipes-Pre-Moistened-Streak-Free-Ammonia-Free/dp/B0774S56RN/ref=psdc_14084681_t3_B005UMF4AE?th=1)