

Disinfecting Technology



General Guidelines

During times when public health directives for disinfecting touch surfaces are in effect - follow the guidelines below for interacting with and disinfecting LETU technology.

- Disinfect each shared technological device before and after each use. This includes but is not limited to copy machines and fax machines. This is the responsibility of the employee that uses the device.
- Allow disinfectant to dry before using equipment to allow time for disinfecting to occur.
- After using a shared technology interface (even when disinfected) wash your hands thoroughly and/or disinfect them before engaging in actions (such as eating) which may transmit germs from your hands to your face.
- **Wipes vs Sprays:** Sprays may damage electronic components and so damp (not wet) wipes should always be used instead of sprays when disinfecting technology.
- **Technology-Safe Disinfectants:** Where possible, technology should be sanitized with alcohol-based wipes using a minimum of 70% isopropyl alcohol. Avoid using bleach, ammonia or other harsh cleaning solvents on most technology. In a pinch, keyboards and mice may generally be wiped with harsher cleaners if no alcohol-based cleaner is available.

Technology-specific Instructions

- **Keyboards, Mice and Touchpads:**
 - Keyboards, mice and most button-based touchpads should be disinfected with damp disinfectant wipes provided by LETU. If wipes are not available, a damp wipe may be made from a paper towel and a light application of disinfectant.
- **Standard Monitors:**
 - Do not use any cleaning chemicals, disinfectant, or alcohol-based cleaners on standard monitors as they will permanently damage the screen. Avoid touching Non-touch screens to eliminate the need to disinfect them. You should assume non-touch screens are contaminated surfaces much like walls or the floor and disinfect your hands if you accidentally touch them. Standard screens may be wiped with a lightly damp microfiber cloth for cleaning but this does not disinfect them. If disinfecting a standard non-touch monitor is necessary, contact IT for guidance.
- **Touchscreens, touch monitors, smartphones, tablets, copiers, etc.:**
 - These devices should not be shared unless absolutely necessary. A limited number of screens (typically those made with glass) may be able to be disinfected with an alcohol-based wipe only if approved by the screen's manufacturer. Microfiber cloths are typically recommended for cleaning screens to avoid scratching but are not disposable and therefore best use for personal technology and not shared devices. As a result, caution and a light touch should be used when disinfecting screens with disposable paper towels to prevent imperfections in the paper from scratching the screen
 - **Copier touchscreens** may be used with one of two approaches:
 - The plastic stylus in the copier can be used to control the screen and then sanitized.
 - Alternately, the touch screen may be used as normal and then sanitized with an alcohol-based wipe. (As with other touch screens, no harsh cleaners should be used on copier control screens though may be used to clean the plastic stylus).

Contact LETU Information Technology if you are uncertain the safest way to disinfect your LETU-owned technology.



For touch screens and other devices where a small number of keystrokes are necessary (such as copier control screens and elevator buttons), we recommend the “knuckle” input method where you use a finger’s knuckle to press buttons or click areas on screen. While the surface and your hands should still be sanitized after this process, using the back side of your hand for input activities in this way greatly reduces the chance of you transmitting germs to or from your face.

