



## Draft-OCSB COVID-19 Cleaning computers and electronics for all users

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The following information provides guidance on how to clean high-touch electronics. Examples include computers, computer accessories, touchscreen devices, printers and copiers (hereinafter referred to as “electronics”). All electronics in shared locations should be frequently cleaned and disinfected. When cleaning electronics it is important to follow the manufacturer recommendations for specific cleaning requirements. The guidance below was adapted from the CDC: Cleaning & Disinfecting Schools, Apple “How to Clean your Apple Products”, and Microsoft “Clean and Care for your Surface”.

**Please note:** *With the ever changing situation, we are keeping these guidelines as draft. All revisions will be identified at the end of the document.*

### General cleaning tips

- Use a lint-free cloth, such as a screen wipe or a cloth made from microfiber.
- Avoid excessive wiping and submerging items in the cleanser to avoid damage.
- Unplug all external power sources and cables.
- Do not use aerosol sprays, bleach or abrasive cleaners.
- Ensure moisture does not get into any openings to avoid damage.
- Never spray cleaner directly on an item.

### Approved COVID-19 disinfectants safe for computers, accessories and electronics

- Using an Oxivir Tb disinfectant spray on a soft towel or Oxivir Tb wipe or a wipe containing at least 70% alcohol, gently and carefully wipe the hard, nonporous surface of the item. This includes the display, touchscreen keyboard, mouse and the exterior surface of the item. If you have concerns about the cleaning product being used, please refer to the manufacturer’s recommendations and warning label.
  - Please note that if you are using Oxivir Tb Spray, ensure to spray on the paper towel and not directly on the electronics and then wipe with the wet paper towel.
- When using a disinfectant wipe, it is important to follow the contact time found on the label and to ensure that any part of the device has been carefully wiped.
- Oxivir Tb is safe to use on soft surfaces like fabric:
  - To Spot Sanitize Soft Surfaces: Remove gross filth prior to sanitization. Hold the bottle upright 6 – 8” from the surface. Spray until the fabric is wet. DO NOT SATURATE. Allow the surface to remain wet for 30 seconds. Gently blot with a clean cloth and let air dry. For difficult odors or heavy fabrics, repeat application. Repeat as needed. **Note:** Prior to first use on a particular surface, it is recommended to test in a small, discreet area if there is concern of incompatibility.
- Do not use bleach to disinfect computers and electronics.



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### Resources

- [CDC: Cleaning & Disinfecting Schools](#)
- [Apple: How to Clean your Apple Products](#)
- [Microsoft: Clean and Care for your Surface](#)