

COVID-19: SAFELY DISINFECTING COMPUTERS AND ELECTRONICS

Routine cleaning and disinfecting are an important part of reducing the risk of exposure to COVID-19. In the interest of providing guidance on how to safely clean and disinfect computers, keyboards, printers, copiers and other tech devices, Ball State University has compiled this list of best practices for your use:

General cleaning tips

- Remove any media from the drives and turn off all connected devices and the computer
- Spray a nonabrasive or alcohol-based (70% isopropyl) disinfectant directly on a soft lint-free cloth and wipe down your electronics while powered-down and unplugged.
- The cloth should be moist but not dripping wet.
- Ensure moisture does not get into any openings to avoid damage.
- Do not use aerosol sprays, bleach, peroxides or abrasive cleaners.
- Do not spray liquids of any kind into electrical equipment.

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

- It is OK to use Clorox disinfecting wipes (bleach free) or others with similar concentration.
- When using a disinfectant wipe, it is important to follow the contact time found on the label. It may be necessary to use more than one wipe to keep the surface wet for the recommended contact time.
- Touchscreen devices require extra care. Always refer to the manufacturer's directions for cleaning when available and follow directions carefully to avoid damage.

Personal Protection

- Follow established safety precautions for working with electrical equipment, including de-energizing equipment when possible.
- Allow any hot surfaces to cool prior to cleaning.
- Wear disposable gloves.
- Shield the eyes against liquid or chemical splash.
- Clean hands immediately with soap and water for 20 seconds when finished.

Resources

- CDC: [Cleaning & Disinfecting Your Facility](#)
- Apple: [How to Clean your Apple products](#)
- HP Cleaning Guidance: [Helping Businesses Address Coronavirus](#)
- UL: [Guidance for Cleaning and Disinfecting of Electrical Equipment](#)