

## Best Practices in Sanitizing Devices

*Disclaimer: We have gathered the following information from manufacturing partners and other web-based and news information sources to share some tips to disinfect your devices. This guidance is not an official statement for removing or preventing COVID-19. The current definitive sources of guidance remain those communicated to you from your own organization and / or trusted public health organizations. This information is as best practice considerations for disinfecting devices but we also recommend taking other precautions including working from home and social distancing to reduce the overall risk.*

### Sanitizing Your Computer

1. Turn off the computer you want to disinfect and then unplug the power cord running from the PC to the electrical outlet or power strip.
2. Disconnect the monitor, keyboard and optical mouse from each desktop computer and remove any batteries installed in the devices. If you are sanitizing a laptop, close the laptop and remove the battery from the bottom of the computer. Open the laptop after disconnecting the battery.
3. 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.
4. Sanitize the keyboard by using a disinfectant wipe or a soft, linen-free cloth dipped in isopropyl alcohol. Rub the cloth or wipe on the top and sides of each key and then clean the surface and bottom of the keyboard thoroughly. Use a new disinfectant wipe or cloth to clean the mouse.
5. Dampen a microfiber cloth with plain water. Gently wipe the computer monitor to remove dirt and fingerprints. Avoid placing pressure on the screen. Pushing on the screen can damage the pixels of a flat-screen monitor.

### Sanitizing Microsoft Surface Devices

Microsoft Surface devices can be sanitized using one of our recommended solutions. Each of these has been tested to ensure that they will have no negative impacts on your Surface device:

- PDI Sani-Cloth Plus,
- Covidien Alcohol Prep Pads,
- Cavi Wipes,
- Any similar wipes with IPA (Isopropyl Alcohol) solution under 70%,
- Total Solutions Full Spectrum Disinfectant Wipes, or
- Clorox Healthcare Bleach Germicidal Wipes

Users should not douse the items with solution, but rather use pre-moistened wipes or apply IPA to application cloth and use the cloth on the unit.

From our test results for Surface Laptop we can recommend the following:

- All 5 sanitization wipes can be used safely on all colors of fabric, keyboard and trackpad
- All 5 sanitization wipes can be used safely on Silver and Graphite Gold aluminum enclosures
- Only total solutions wipe can be used safely on Burgundy and Cobalt Blue aluminum enclosures

Sanitize the monitor by using a disinfectant wipe specifically designed for LCD and laptop screens.

## Sanitizing Your Phone

1. Unplug the phone from the power source.
2. Remove dirt from the keypad and speaker by using a can of compressed air. Hold the can approximately 6 inches from the surface when spraying.
3. Wipe the entire 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.

## Disinfecting Your Lenovo Computer, Keyboard and LCD Display

1. Squeeze out excess liquid from wipe or disinfecting cloth before using
2. It is safe to use a disinfecting wipe designed for office/home use. Some disinfecting wipes designed for medical use may cause discoloration, harm surfaces, or even affect functionality of your device. To minimize symptoms, we recommend the following:
  - Gently wipe the system thoroughly, being careful to ensure no liquid drips into the computer. Do not wipe on connector pins.
  - After disinfecting, follow the cleaning procedure from the wipe supplier to minimize chemical buildup of disinfectant residue (i.e. wiping away any residual disinfectant after the prescribed contact time).
  - Always allow the computer to completely dry prior to any use.

Medical wipes and their chemical composition vary greatly. Depending on the chemicals, frequency, and duration of use, medical wipes may impact cosmetic appearance<sup>1</sup> and system functionality<sup>2</sup>. To minimize this risk, we recommend:

- Hydrogen peroxide wipes (such as Virox Accel wipes w/ a maximum of 0.5% hydrogen peroxide)
- Alcohol based wipes (such as PDI Germicidal or B.Braun Meliseptol Wipes sensitive)
- Do not use wipes containing sodium hypochlorite (bleach)
- Wiping away residual solvent as soon as possible after the prescribed contact time and wiping the surface again with a dry, lint-free, soft cloth

Additional updates to this document will be added as more information becomes known to us.