Technology Equipment Disinfection Procedures

Chromebook

Who:
- IT technicians
- Teachers
- Custodial Staff

What:
- Sanitizing wipes (Lemon fresh preferred)
- Cleaning Solution
  - ~70% Alcohol
  - < 1.6% Ammonia
- Paper Towels
- Hand Sanitizer

How:
- Sanitize hands before starting
- Wipe down the keyboard, screen and palmrest, allow the device to air dry for at least 45 seconds.
- Close the device using the wipe.
- Wipe the lid, bottom and sides of the device and allow the device to air dry at least 45 seconds.

When:
- If the device was handled less than 72 hours before deployment.
- When Technician completes repairs on the device.
- At the discretion of district staff.
Technology Equipment Disinfection Procedures

iPad (Gumdrop Case)

Who:

- IT Technicians
- Teachers
- Custodial Staff

What:

- Sanitizing Wipes
- Cleaning Solution
  - ~70% Alcohol
  - < 1.6% Ammonia
- Paper Towels
- Hand Sanitizer

How:

- Sanitize hands before starting.
- Remove device from Gumdrop case.
- Wipe the iPad down, front and back. Allow to air dry for at least 45 seconds.
- Wipe the inside and outside of the case, allow both to air dry for at least 45 seconds.
- Install case back onto iPad.

When

- When Technician completes repairs on the device.
- At the discretion of district staff.
Technology Equipment Disinfection Procedures

Desktops and Monitors

Who:
- IT Technicians
- Teachers
- Custodial Staff

What:
- Sanitizing Wipes
- Cleaning Solution
  - ~70% Alcohol
  - < 1.6% Ammonia
- Paper Towels
- Hand Sanitizer

How:
- Sanitize hands before starting.
- Wipe keyboard and mouse thoroughly. Allow to air dry for at least 45 seconds.
- Wipe any accessible portion of the desktop tower, including any accessories plugged into the front USB ports. Allow to air dry for at least 45 seconds.
- Wipe the monitor screen, and bezels including the buttons located along the bezel on most models. Allow to air dry for at least 45 seconds

When
- When Technician completes repairs on the device.
- At the discretion of district staff.
- Nightly as part of enhanced room cleaning procedures.
Technology Equipment Disinfection Procedures

Printers & Copiers

Who:
- IT Technicians
- Teachers
- Custodial Staff

What:
- Sanitizing Wipes
- Cleaning Solution
  - ~70% Alcohol
  - < 1.6% Ammonia
- Paper Towels
- Hand Sanitizer

How:
- Sanitize hands before starting.
- Wipe the touch screen. Allow to air dry for at least 45 seconds.
- Wipe output tray before starting print job. Allow to air dry for at least 45 seconds.
- Wipe paper tray handles before opening, and adding or removing paper.

When
- Before operating device
- When Technician completes repairs on the device.
- At the discretion of district staff.
Technology Equipment Disinfection Procedures

Cisco IP phones

Who:
- IT Technicians
- Teachers
- Custodial Staff

What:
- Sanitizing Wipes
- Hand Sanitizer

How:
- Sanitize hands before starting.
- Wipe device screen and button pad. Allow both to air dry for at least 45 seconds.
- Wipe phone handset. Allow to air dry for at least 45 seconds.
- If applicable wipe phone headset, including headband boom mic and speaker units. Allow both to air dry for at least 45 seconds.

When
- When Technician completes repairs on the device.
- At the discretion of district staff.
Technology Equipment Disinfection Procedures

Interactive Panels

Who:
- IT Technicians
- Teachers
- Custodial Staff

What:
- Hydrogen Peroxide Wipes (preferred)
- Sanitizing Ammonia Wipes < 1.6%
- Hand Sanitizer

How:
- Sanitize hands before starting.
- Wipe the touch screen until the entire surface is wet, use multiple wipes if necessary. Allow to air dry for at least 45 seconds.
- Wipe along the inside bezels of the entire screen. Allow to air dry for at least 45 seconds.
- Wipe wireless keyboard and mouse with sanitizing wipe. Allow to air dry for at least 45 seconds.

When
- Before operating device.
- When Technician completes repairs on the device.
- At the discretion of district staff.