COVID-19 guidelines for disinfecting computer equipment

Overview

This guidance provides recommendations for cleaning and disinfecting computers, hardware and other electronic equipment after it is used by personnel and returned. ASU personnel receiving returned equipment must wear Personal Protective Equipment, or PPE, consisting of gloves and surgical masks. Personnel performing the disinfection of returned equipment must wear appropriate PPE, such as gloves, surgical masks and safety glasses—if splashes are anticipated.

Training

All ASU personnel working on site and receiving, cleaning or disinfecting equipment must complete the ASU COVID-19 safety training for on-site personnel. For training information, please contact: safetypartners@asu.edu.

Screening

Before returning equipment, the borrower must participate in an equipment-screening questionnaire and answer the following question:

- **Have you or has anyone in your household tested positive for COVID-19 or developed symptoms while the equipment was in use?** If the answer is yes, then equipment **may not be returned** until employee returns to work. Employees should contact their supervisor to determine return to work guidelines. ASU supervisors should contact their ASU HR department representative for guidance on return to work policies for their employees. More information for ASU supervisors may be found in: https://eoss.asu.edu/health/announcements/coronavirus/faqs
- Before employee returns to work, instructions will be provided to perform cleaning and decontamination of equipment before returning equipment to an ASU location.

Designated areas for equipment return

1. A central receiving location will be designated for collection and decontamination of returned equipment.
2. A pre-decontamination area where equipment will be unloaded from bins and carts will be designated.
3. A **clean, post-decontamination** area will be designated to place equipment after decontamination. The post-decontamination station such as a table or countertop must be cleaned with Clorox disinfecting wipes or EPA disinfectant and allowed to air dry. Signage that identifies the area as a “clean area” must be posted.
4. All equipment required for check in procedures such as scanners and laptop computers must be decontaminated following the procedures outlined below every two hours.
Equipment return procedures

Equipment check-in

1. All equipment must be checked in by ASU personnel wearing appropriate PPE, including surgical masks and gloves.
2. Equipment must be collected in plastic bins or plastic carts and be transferred to the pre-decontamination area.
3. Social distancing guidelines must be observed by all personnel returning and receiving equipment. According to the Centers for Disease Control, social distancing includes maintaining distance—approximately six feet or two meters—from others when possible.
4. At the end of the day, carts and bins used to check-in and transport equipment will be disinfected by personnel wearing appropriate, such as gloves, surgical masks and safety glasses.
5. All surfaces of the carts and bins will be disinfected by using EPA-registered disinfectant wipes such as Clorox and Lysol wipes. Allow the surfaces to air dry. Carts and bins may also be disinfected by saturating paper towels with an EPA-registered disinfectant and wiping down all surfaces. Allow the surfaces to air dry. Do not spray disinfectants directly onto surfaces as this may create aerosols.

Equipment disinfection procedures

1. ASU personnel performing the decontamination procedures must wear appropriate PPE, such as gloves, surgical masks and safety glasses.
2. Social distancing guidelines will be observed by all personnel cleaning and disinfecting returned equipment. According to the Centers for Disease Control, social distancing includes maintaining distance—approximately six feet or two meters—from others when possible.
3. At the end of the day, carts and bins used to check-in and transport equipment will be disinfected by personnel wearing appropriate PPE, such as gloves, surgical masks and safety glasses.
4. Unload equipment from bins and carts and place into the pre-decontamination area.
5. Perform a cleaning step for the high touched areas of the equipment, such as the keyboard or computer mouse to remove any dirt, fingerprints or debris with EPA-registered disinfectant wipes of 70 percent isopropyl alcohol wipes. Do not use corrosive solutions that contain bleach or other corrosive ingredients on computer screens as this may damage the screens. Allow equipment to air dry after the cleaning step. The use of canned air or other methods which can produce aerosols is not recommended for cleaning keyboards or for cleaning tight contacts. Instead, gently tap equipment upside down to remove debris.
6. After the cleaning process, perform the disinfection step for each piece of equipment by individually wiping all surfaces with a 70 percent isopropyl alcohol wipe or EPA-registered disinfecting wipes such as Clorox or Lysol wipes. Clean all surfaces of the device thoroughly but avoid excessive moisture on surfaces and any pooling of liquid on crevices of the device.
   a. Devices within protective cases must be removed and the case as well as the electronics thoroughly decontaminated as outlined above.
b. Plastic protective cases with no electronic or electric components can be cleaned by soaking in an EPA-registered disinfectant if needed or wiping down with disinfectant wipes.

7. Once all surfaces have been disinfected, place equipment into the clean post-decontamination area, labeled “clean area” to allow for air drying.

8. Personnel will remove gloves and wash their hands with soap and water for at least 20 seconds.

9. After washing hands, personnel will remove safety glasses, wash them with soap and water and dry them before placing them in a labeled clean Ziploc bag for reuse. After removing safety glasses, personnel will wash their hands with soap and water or use hand sanitizer to remove surgical mask and store for reuse.

10. Once equipment air dries, gloves are no longer required.

11. Personnel will label all decontaminated equipment with a sticker including the date of decontamination and initials of individual performing the decontamination. This will ensure that personnel re-issuing equipment can verify that the equipment is clean.

12. Clean and labeled items may be returned to inventory.

Materials required for disinfection

- 70 percent isopropyl alcohol or alcohol wipes.
- Bins and carts.
- EPA-approved wipes and disinfectants please see links below.
- Hand sanitizer—60 percent or higher alcohol content.
- Nitrile gloves.
- Paper towels or delicate task wipes.
- Safety glasses or goggles.
- Surgical masks.

Examples of approved disinfectants

[epa.gov/newsreleases/epa-releases-list-disinfectants-use-against-covid-19](epa.gov/newsreleases/epa-releases-list-disinfectants-use-against-covid-19)
[americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf](americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf)

Additional references


Questions

Contact ASU Safety Partners at 480-965-5389 or safetypartners@asu.edu for questions. For urgent facility needs, contact ASU Facilities Management at 480-965-3633: 24-hours a day, 7 days a week.