

COVID-19 guidelines for disinfecting computer equipment

Overview

This guidance outlines the cleaning and disinfecting process for computers, hardware and other electronic equipment after use. ASU personnel receiving returned equipment must wear Personal Protective Equipment consisting of gloves and surgical masks. Personnel who performs 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. This training is available on ASU Career EDGE. Please contact ASU Environmental Health and Safety for training information.

Screening

Before returning equipment, the borrower must read the statement below and contact their supervisor if it applies to them.

- **Have you or anyone in your household tested positive for COVID-19 or developed symptoms while the equipment was in use?** If the answer is yes, then the equipment **may not be returned** until the employee resumes working on ASU property. Employees should contact their supervisors to determine return-to-work guidelines and will be provided with equipment return instructions. Supervisors should contact their ASU Human Resources department representative for guidance about return-to-work policies for their employees. Supervisors may visit the [ASU Novel Coronavirus FAQ page](#) for more information.

Equipment return | Designated areas

1. A central receiving location will be designated for the 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 for equipment after decontamination. The post-decontamination station, such as a table or countertop, must be cleaned with Clorox or Lysol disinfecting wipes or other Environmental Protection Agency-registered disinfectants and allowed to air dry. "Clean area" signage must be posted.
4. All equipment required for check-in procedures, such as scanners and laptop computers, must be decontaminated every two hours following the procedures outlined below.

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 who return and receive equipment. According to the Centers for Disease Control and Prevention, social distancing includes maintaining distance — approximately six feet or two meters — from others when possible.
4. Each day, personnel wearing appropriate PPE, such as gloves, surgical masks and safety glasses, will disinfect the carts and bins used to check in and transport equipment.
5. All surfaces of the carts and bins will be disinfected with EPA-registered disinfectant wipes, such as those made by Clorox and Lysol. Allow the surfaces to air dry. Carts and bins also may 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 must be observed by all personnel cleaning and disinfecting returned equipment. According to the CDC, social distancing includes maintaining distance — approximately six feet or two meters — from others when possible.
3. Each 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 them in the pre-decontamination area.
5. Perform a cleaning step for the highly touched areas of the equipment, such as the keyboard or computer mouse, to remove any debris, dirt or fingerprints with EPA-registered disinfecting wipes of 70% isopropyl alcohol. **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 that 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% isopropyl alcohol wipe or EPA-registered disinfecting wipes, such as those made by Clorox or Lysol. Clean all device surfaces thoroughly but avoid excessive moisture on surfaces and any pooling of liquid in device crevices.
 - a. Devices within protective cases must have the cases removed and be decontaminated, along with the electronic equipment, 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. The person who decontaminated the equipment will place their initials and date on the label, which will ensure that reissued equipment is verified clean.
12. Clean and labeled items may be returned to inventory.

Note: It is recommended to provide users with plastic keyboard covers before equipment is reissued.

Required disinfection materials

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

Approved disinfectant examples

- [Cleaning and disinfection for households.](#)
- [EPA releases list of disinfectants to use against COVID-19.](#)
- [Novel coronavirus \(COVID-19\)—fighting products.](#)

Additional references

- [Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 \(COVID-19\).](#)
- [Surface decontamination procedures for coronavirus and other respiratory viruses—Interim recommendations.](#)