

## **Derbyshire Healthcare NHS trust - Guidance for cleaning IT equipment and desk spaces**

### **Cleaning your workstation and IT equipment**

As part of our infection control practices, we need to make sure that all of our workspaces and IT equipment are regularly cleaned this applies to both home and office bases. This guide provides advice on how to do this, as you will need to clean the equipment you have in your workspace as part of your usual routine.

In high-use areas, we would recommend cleaning IT equipment twice a day and/or during each shift and when there are spillages.

### **Start with washing your hands**

Before cleaning your laptop, keyboard, screen and mouse, please clean your hands as per the NHS guidelines, washing them for 20 seconds and using hand sanitiser if soap and water aren't available.

### **Cleaning your laptop, mouse and keyboard**

Please power down and unplug all equipment before you carry out any cleaning. Do not use any harsh or abrasive cleaning agents on the equipment and please do not spray anything directly onto the equipment. Cleaning agents containing alcohol should not be used.

1. Shake any debris out of your keyboard
2. Use a non-alcohol disinfectant wipe to clean the keyboard and mouse, being careful not to squeeze any of the liquid into the equipment.
3. Wipe the remaining areas of the equipment with a microfibre cloth dampened with soap and water only, taking care not to allow any water to leak into the equipment through the keys, ports or seams.
4. Allow the equipment to dry before turning back on to use.

### **Cleaning your screen/mobile phone/tablet**

Turn off and unplug your screen etc before cleaning. Use a microfibre cloth that is barely damp and applying minimal pressure, wipe your screen housing all over. Wipe the screen in one direction only (horizontal or vertical) rather than circular movements.

Do not use alcohol-based or abrasive products, as these will damage the screen and for tablets and mobile phones will scratch the screen, increasing its risk of harbouring germs.

If the tablet or mobile phone has a protective case, please remove this and clean this thoroughly as well. Mobile phones are one of the devices most often shared between people to show photos or messages. We advise that people pay particular attention to these devices.

Where tablets are being used for patients to receive communication from their relatives and friends, please make sure that these are cleaned between each use as per the guidance.

### **Laptop bags and carry cases**

Laptop bags and carry cases should be routinely wiped over once the kit has been cleaned and put into the bag, with an anti-bacterial wipe, paying particular attention to carry handles, zips and pockets.

As staff are washing their hands with increased frequency and rigour as part of the Universal Infection Prevention Control measures, this will also help reduce the transmission risk.

### **Cleaning desk areas**

After clearing the desk area use disinfectant wipes to thoroughly clean the area using a wide sweeping S-shaped movement. Remember to wipe down any desk phones thoroughly as well.

Suitable disinfectant wipes include either Clinell universal or Medipal – please wear gloves to clean due to toxicity of the product.