



# Annapolis Valley

## Regional Centre for Education

Annapolis Valley Regional Centre for Education  
Information Technology Division

### Device Disinfecting Guide

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## **1 INTRODUCTION**

- 1.01 A best practice for the prevention of COVID-19 in schools and office settings where technology devices are being shared is perform routine disinfection of technology devices.
- 1.02 The most recommend product to use on technology devices is a solution of 70% isopropyl alcohol and 30% water. Product availability may change over time so for the purpose of this document a specific product is not mentioned.
- 1.03 All stakeholders who come in contact with AVRCE technology devices are to follow the procedures set forth in this guide. Working together we can help protect one another and maintain a healthy environment for all.
- 1.04 For the purpose of this guide technology devices are considered to include but are not limited to: laptops, Chromebooks, tablets, printers, fax machines, power buttons, keyboards, mice, laptop carts, Tech Tubs and power cables and other connected peripherals.

## **2 CONSIDERATIONS PRIOR TO DISINFECTING**

- 2.01 It is important to handle isopropyl safely at all times. Considering the following when working with isopropyl alcohol to protect yourself and others when disinfecting technology devices;
  - Avoid coming into contact with your eyes, skin, or clothing and use soap and water to wash skin in the event of contact.
  - Always keep isopropyl alcohol away from heat and sources of ignition and store in a cool well-ventilated location.
  - When disinfecting technology devices, ensure you have adequate ventilation (consider opening classroom/office doors to promote air circulation).
  - Keep the container tightly closed and make reasonable efforts to keep away from children when not in use.
- 2.02 Use the product recommended by the AVRCE to dissinfect technology devices when at school.
- 2.03 When dissinfecting technology devices at home use a 70% isopropyl alcohol and 30% water solution. Please refrain from using products that contain additional chemicals as they may be to harsh and can cause damage to the electrical components, damage to the screen and premature wear of keyboard letters.

## **3 DISINFECTING GUIDANCE**

- Always follow WHMIS and SDS sheet guidelines for the product you are using.
- Turn off the device and disconnect AC power if easily done so. Remove batteries from items like wireless keyboards. Never disinfect a product while it is powered on or plugged in.
- Disconnect any external devices such as a document camera, USB drive and keyboard and mouse.
- Moisten a piece of paper towel with a mixture of 70% isopropyl alcohol / 30% water. The paper towel should be moist, but not dripping wet.

- Do not spray or pour any liquids directly onto the technology device.
- Gently wipe the paper towel on the surfaces to be disinfected. Do not allow any moisture to drip into areas like keyboards, display panels or USB ports located on the printer control panels, as moisture entering the inside of an electronic product can cause extensive damage to the product.
- Start with the display or printer control panel (if applicable) and end with any flexible cables, like power, keyboard and USB cables.
- When disinfecting a display screen or printer control panel, carefully wipe in one direction, moving from the top of the display to the bottom.
- If you notice that the paper towel is leaving behind lint, start the process again with a new piece of paper towel.
- Ensure surfaces have completely air-dried before turning the device on after disinfecting. No moisture should be visible on the surfaces of the product before it is powered on.
- Discard used paper towel into a garbage receptacle.
- If gloves are used they must be discarded after each use. Wash hands immediately after gloves are removed.

## 4 FAQs

Q) What is the AVRCE recommended product?

A) Due to product availability the AVRCE recommended product may change over time. Consult AVRCE custodial staff to get the product currently being used.

Q) Where do I get more disinfecting product and paper towel?

A) AVRCE custodial staff.

Q) Can I use my own cleaner from home?

A) No, only the product provided to you by AVRCE custodial staff is to be used to disinfect technology related devices at school. When at home use a 70% isopropyl alcohol and 30% water solution. Please refrain from using products that contain additional chemicals as they may be too harsh and can cause damage to the electrical components, damage to the screen and premature wear of keyboard letters.

Q) Is there risk to the device if it is disinfected too much?

A) Yes, devices should be disinfected up to 3 to 4 times a day. Consideration as to how technology is being used in the classroom should try to limit a device changing hands more than 4 times per day.