


Number: 50-25
 Title: Computer Equipment – Cleaning and Disinfection

	<p>POLICIES & PROCEDURES</p> <p>Number: 50-25</p> <p>Title: Computer Equipment – Cleaning and Disinfection</p>
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Introduction

Information technology (IT) devices, including computers, monitors, keyboards, mice, hand held devices, mobile telephones, pagers, etc, can become contaminated with microorganisms when touched with gloves or unwashed hands which have been in contact with a client or surface in the client environment or workplace.

Information technology is classified as non-critical equipment (does not come into contact with mucous membranes, non-intact skin or sterile body areas) which requires regular cleaning and low-level disinfection.

Electronic devices used in healthcare should be considered either:

- a. “clean” – not in contact with clients or their environment, touched only by workers after cleaning their hands (e.g. nursing station computer, computer on a medication dispensing cart), or
- b. “dirty” – comes in contact with clients or their environment, may be touched by workers during the client encounter without hand hygiene prior (e.g. patient education tablet, bedside medical record access device).

Policy

1. Hand hygiene is the most important factor in the prevention of transmission of microorganisms. IT devices must be approached with clean hands. Staff should **not** wear gloves when using an IT device unless this is required in their specific workplace. Perform hand hygiene between client contact and accessing a device. Consider placing alcohol-based hand rub in a convenient location, close to stationary IT devices.

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2. All touch surfaces of **IT devices used at or near the point of care** must be cleaned and disinfected with a hospital grade disinfectant. See Table 1 for types of devices.
3. When cleaning and disinfecting IT devices, use the same type of cleaner or disinfectant and the same frequency as is normally used to clean and disinfect other surfaces in that area (see below for List of recommended agents and Table 1 for cleaning frequency):
 - 3.1 If the IT device is in a high-risk area, such as a **client room, operating theatre, laboratory area or client equipment reprocessing area**, clean and disinfect with the disinfecting process normally used for other equipment in the room/area. Clean mobile IT devices on rolling stands between each client.
 - 3.2 If the IT device is used in the room of a **client on Additional Precautions**, clean and disinfect all external surfaces of the device, before it is removed from the room, with the usual agent used for precautions room cleaning.
 - 3.3 If the IT device is in a low-risk area, such as an office in a non-clinical area, clean and disinfect external surfaces with the same agents as other devices, such as the telephone, etc. in that office.
4. Impervious keyboard covers, skins, or solid, fluid-resistant keyboards that can withstand frequent cleaning with hospital-grade disinfectants are recommended, and are available through IT Services.

Purpose

To prevent transmission of infection from client to client, or from client to healthcare worker (HCW), or HCW to clients or between HCWs via the workstation/device.

Procedure

1. All surfaces should be cleaned with a soft wipe or cloth **dampened** with an approved cleaner/disinfectant, obvious soil must be removed prior to the final wipe. Avoid the use of cloths that are saturated with fluid. Keyboards may be vacuumed or air cleaned to remove debris.
2. Liquid disinfectants must **not** be sprayed or poured directly onto IT devices.
3. Surfaces must be allowed to air dry before use.
4. If a screen becomes streaked or develops a film of cleaner/disinfectant, wipe with a soft, damp cloth and polish dry.
5. LCD screens are not made of glass (computer, iPhone, iPad screens), therefore they are not impervious, and require careful cleaning. Use a wipe containing up to 0.5% hydrogen peroxide to clean the screen, air dry then wipe with a soft damp cloth.
6. Establish procedures/schedules for assigning responsibility and accountability for routine cleaning/disinfection of IT devices in client care areas. Refer to Table 1.

7. If personal IT devices are being accessed during client care, clean devices between clients and before leaving client care areas.

List of Recommended cleaning products:

Wipes containing up to **0.5% accelerated hydrogen peroxide for LCD screens**.
 Soft wipe/cloth pre-moistened with a ready to use (RTU), approved hospital grade cleaner/disinfectant, accelerated hydrogen peroxide or quaternary ammonium products are acceptable for plastic surfaces and glass screens- use the usual cleaning product in your workplace. 0.5% accelerated hydrogen peroxide is the most readily available

Table 1: Cleaning and Disinfection IT Devices – Frequency and Responsibility

Equipment/Device	Frequency	By Whom
Fixed system used <u>at point of care</u> <ul style="list-style-type: none"> • wall mounted in client room • OR theatre 	Daily and at discharge Daily and between clients	User &/or as assigned by Manager OR attendant/cleaner
Portable systems used <u>at the point of care</u> such as computers on wheels, wireless laptops, tablets - "dirty" items. These devices have multiple users and travel from bedside to bedside.	Daily and between clients	User &/or as assigned by Manager
Portable/fixed system used <u>near the point of care</u> (remain in hallway outside the client room) –"clean" items.	Daily, between shifts and after client discharge	User &/or as assigned by Manager
All other fixed systems located in clinical area - nursing unit office or work station, laboratory, reprocessing – "clean" or single user.	Daily Between users	User &/or as assigned by Manager User
Systems in non-clinical offices <ul style="list-style-type: none"> • Single user • Multiple user workstation 	Weekly Between shifts	User User &/or as assigned
Systems in public areas for client/visitor use	Daily	Proprietor
Personal systems (pager, cell phone, portable personal computer)	Daily Between clients if accessed during client care	Owner/User

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