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| SOU Logo Cleaning and Disinfect Touch Screens |

**Office: Environmental Health and Safety**

**Procedure Contact:** **Environmental Health and Safety Manager**

**Related Policy or Policies: FAD.085**

# Revision History

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| **Revision Number:** | **Change:** | **Date:** |
|  | Initial version | 6/09/2020 |
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## A. Purpose

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| To define the proper process for cleaning and/or disinfecting touch screens to minimize damage to equipment. |

## B. Definitions

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| A touch screen is a computer display screen that is also an input device. The screens are sensitive to pressure; a user interacts with the computer by touching pictures or words on the screen. Resistive touch screen panels are not affected by outside elements such as dust or water. |

## C. Procedures

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| **How to Properly Clean Touch Screens**   1. Prepare your touch screen for cleaning by powering down the device, if possible. 2. Be sure to not get any liquids inside of the unit. To best avoid doing so, do not directly spray the device. Either use wet wipes, or spray/dampen a cloth and be sure to squeeze any excess moisture off. 3. Avoid using abrasive cloths, such as rags or paper towels, as they can spread lint and/or even damage the screen. Instead, use only non-abrasive cloths, such as soft lint-free cloth, in order to avoid scratching the screen. 4. Avoid products that may cause discoloration, such as highly concentrated alcohol (>85%), non-diluted bleach or ammonia solutions. 5. Wipe the surface of the screen gently in small circles, and then allow it to dry. 6. Wash hands and discard the used gloves.   **How to Properly Disinfect Touch Screen**   1. Prepare your touch screen for disinfecting by powering down the device, if possible. 2. Dampen a new clean, non-abrasive cloth with a disinfectant recommended by the CDC: a household bleach solution (1/3 cup of bleach per gallon of water) or Isopropyl alcohol (71% to 85% alcohol). Be sure to squeeze any excess liquid off of the cloth. Do not spray the solution directly onto the touch screen. 3. Read the manufacturer’s instructions carefully, as many require the surface to remain wet for a few minutes. Continuous wiping may be required. 4. Disinfect the surface by wiping it down gently in small circles, and then allow it to dry. 5. Wash hands and discard the used gloves.   **U.S. EPA-recommended disinfectants safe for touch screens (including registration number):**   1. Clorox Disinfecting Wipes – Reg. No. 5813-79 2. Clorox Healthcare Bleach Germicidal Wipes – Reg. No. 67619-12Clorox Commercial Solutions Hydrogen Peroxide Cleaner Disinfectant Wipes – Reg. No. 67619-25 3. Lonza Disinfectant Wipes – Reg. No. 6836-313 4. Lysol Brand Clean & Fresh Multi-Surface Cleaner (20% cleaner solution to water ratio) – Reg. No. 777-89 5. Purell Professional Surface Disinfectant Wipes – Reg. No. 84150-1 6. Sani-Cloth Prime Germicidal Disposable Wipes – Reg. No. 9480-12   **NOTE: If the CDC-recommended disinfectants are not available, the best alternative is the use of:**   1. Water and isopropyl alcohol (up to 85% alcohol) 2. Apply the solution to a soft cleaning cloth; do not spray directly onto the touch screen. Wear gloves during the cleaning process. Discard both the gloves and the cleaning cloth following the cleaning process.   **Do NOT use the following materials when cleaning/disinfecting your touch screen:**   1. Isopropyl Alcohol at concentration > 85% 2. Methyl Alcohol or Ethyl Alcohol at concentration > 35% 3. Thinner or benzine 4. Strong alkali lyes 5. Strong solvents 6. Acids 7. Detergents with fluoride 8. Detergents with ammonia at concentration > 1.6% 9. Abrasive cleaners 10. Detergents with abrasives 11. Formula 409 12. Steel wool 13. Sponges with abrasives 14. Steel blades 15. Cloth with steel threads |
| This procedure may be revised at any time without notice. All revisions supersede prior procedures and are effective immediately upon approval. |