Cleaning and Disinfecting Computer Peripherals and Work Area

1. Introduction

1.1. Purpose

To outline the procedure for cleaning and disinfecting the computer keyboard, mouse and other peripherals and work area before and after use.

1.2. Scope

Applicable to standard keyboards, mouse, peripherals and workbenches inside and outside the fume-hoods located in the EV Building. These include (but not limited to) Dell, IBM, Microsoft, Apple and HP.

1.3. Responsibility

User

1.4. Accountability

Principal Investigator/Facilities Management

1.5. Emergency Contacts

- Principal Investigator
- Emergency Fire/Police/Ambulance:911
- UofT Police:416-978-2222
- Scott Ballanytne : 416-287-7220/416-464-6487

2. Referenced Documents


3. Chemicals & Supplies

3.1. Isopropanol, +90%
3.2. Available towels, cloths or Kimwipes™
4. **Personal Protective Equipment**

4.1. Nitrile/Nylon Gloves (purchase from ChemStores)
4.2. Laboratory Coat/Jacket
4.3. Safety Glasses

5. **COVID-19 Related Safety Precaution**

5.1. Do not enter if you have one of the following symptoms:
   - cough
   - fever
   - difficulty breathing
   - pneumonia in both lungs
   - travelled outside the country in the last 14 days

5.2. **Cleaning and Sanitizing Hands**

![COVID-19: Protect Yourself and Your Community](image)
6. Safety and Electronic equipment concerns

6.1. Chemical Safety
- Read and become acquainted with the SDS of all the chemicals you will be using.
- Dispose of the chemical waste and chemicals soaked paper in the designated containers.

6.2. Electronic Safety
- This SOP is for standard computer equipment.
- Please refer to the manufacturer’s recommendations and warning label.
- Be aware that solvents for cleaning surfaces will degrade, leach or short-circuit the instrument. Be cautious.

6.3. General Laboratory Practice during COVID-19
- You MUST work >2m from others. The use of adjacent instruments is suspended at this time. Please reschedule.

7. Procedures

7.1. Before Commencing work
- UNPLUG the keyboard and mouse.
- Clean the keyboard, mouse, GLOVES and any area you will be exposed to (monitor excluded) with the solvent-soaked paper towels.
- DO NOT spray directly onto surfaces.
- Discard ALL the paper towels (whether they were used or not) into the designated waste container.
- Wait 5 minutes before commencing work.
- When cleaning touch screen and external instrument areas, please refer to the manufacturer’s recommendations and warning label. Solvents for cleaning surfaces will degrade, leach or short-circuit the instrument.
7.2. After Assigned work has been completed
- UNPLUG the keyboard and mouse.
- Clean the keyboard, mouse, GLOVES and any area you exposed (monitor excluded) with the solvent-soaked paper towels. DO NOT spray directly onto surfaces.
- Reconnect the mouse and keyboard to the computer.
- Wait 5 minutes before leaving the computer and area.

7.3. Waste
- Discard ALL the paper towels (whether they were used or not) and GLOVES into the designated container.
- DO NOT REUSE gloves, solvents or paper towels.
- Return the solvent disinfectant to the original area, for use by the next student.