WILLIAM & MARY
ENVIRONMENTAL HEALTH & SAFETY OFFICE

Electronics and related products are often considered "high touch" items especially in common shared areas such as libraries and computer labs. As such, routine cleaning and disinfecting of electronic surfaces in common shared locations is recommended. These guidelines can also be used for the personal care and disinfecting of your individual electronic products.

GENERAL GUIDELINES: Electronic products are made with a variety of materials, and each material might have specific cleaning requirements. To get started, here are some tips that apply to all products:

- Moisten a microfiber cloth or other soft, lint free cloth with a mixture of 70% isopropyl alcohol / 30% water. Do not use fibrous materials, such as paper towels or toilet paper. The cloth should be moist, **but not dripping wet**.
    - **Do Not spray device directly. Spray cloth and wipe device.**
    - Avoid abrasive cloths, paper towels, or similar items.
    - Avoid excessive wiping, which might cause damage.
- We recommend powering off devices whenever possible prior to cleaning.
- Keep liquids away from the product, unless otherwise noted for specific products.
- Don't get moisture into any openings.
- Don't use aerosol sprays, bleaches, or abrasives.
- Start with the display or printer control panel (if applicable) and end with any flexible cables, like power, keyboard and USB cables.
    - This should only include items you have handled.
- When cleaning a display screen or printer control panel, carefully wipe in one direction, moving from the top of the display to the bottom.
- Ensure surfaces have completely air-dried, with no visible moisture, before turning the device on after cleaning.
    - EPA testing indicates alcohol needs a 5-minute dry time to be effective

APPROVED DISINFECTANTS FOR CORONAVIRUS: Due to the sensitive nature of electronics special consideration should be taken to minimize the potential for damage caused by cleaning and the products used.

- Using a 70% isopropyl alcohol wipe or a microfiber cloth with 70% isopropyl alcohol solution, you may gently wipe the hard, nonporous surfaces of your product, such as the display, keyboard, or other exterior surfaces. Be sure to follow all manufacturer's recommendations and warning labels when using any cleaning product.

- DO NOT use **chlorine-based cleaner** (e.g. bleach), **peroxides** (e.g. hydrogen peroxide), **solvents** (e.g. acetone, paint thinner, benzene, methylene chloride, or toluene), **ammonia** (e.g. glass cleaner), or **ethyl alcohol**

- Avoid getting moisture in any opening, and do not submerge your product in any cleaning agents.

- Do not use on fabric or leather surfaces.

ADDITIONAL RESOURCES

How to clean your Apple product

How to clean your HP Product

How to clean your DELL product

CDC Guidelines for Cleaning and Disinfecting Your Facility