

OPERATIONS – PANDEMIC/EMERGENCY Sanitizing Electronic Devices

- I. **STATEMENT:** The Red Jacket Community Library has adopted this policy for sanitizing electronic devices.
- II. **PURPOSE:** Sanitizing Electronic Devices must be done with care to avoid possible electrocution and damage to the device.
- III. **POLICY:**
- A. General tips:
1. Disposable isopropyl alcohol wipes and Clorox Disinfecting Wipes are both good options.
 2. Don't use aerosol sprays, bleaches, or abrasives.
 3. If you must use an alcohol spray, then spray the cloth rather than the device.
 4. Power off the device and unplug power cords.
 5. Avoid getting moisture into openings.
 6. Devices such as laptops, tablets and smart phones should be allowed to dry for several minutes before powering on to avoid damage.
 7. Do not use compressed air to clean electronic equipment such as keyboards, as this aerosolizes debris and microorganisms.
- B. General notes - 70% isopropyl alcohol wipes are generally best as they tend to be less moist and the alcohol evaporates fast. Clorox Disinfecting Wipes on the other hand tend to leave a lot of moisture on the surface which takes longer to dry and is more likely to seep into openings and cause damage. Use Clorox Disinfecting Wipes with caution. If neither of these is available, use a paper towel or cloth rag and remember to apply the isopropyl alcohol to the cloth rather than the device. The cloth should be damp and not soaking wet.
- C. Desktops
1. The first step is to power off the computer. Once the computer is off start with the keyboard and mouse. If either of these is wireless, you should remove the batteries. Thoroughly clean both and allow to dry.
 2. Patrons may also touch the computer so it should be wiped down as well. Take care around USB ports, headphone jacks and the power button. Avoid the back of the computer as that is the most likely area to cause liquid damage.
 3. . Make sure the computer has fully dried before it is turned on.
- D. Laptops, iPads and other portable devices - **Warning: DO NOT use Clorox Disinfecting Wipes on these devices as they tend to be too wet.**
1. Power off the device and disconnect the power adapter.
 2. Wipe down the entire device with an isopropyl alcohol wipe or damp rag.

3. Be careful around any opening such as USB port, headphone jack, power port, network jack or speaker grill.
 4. Make sure the device has fully dried before power is restored.
- E. Questions or concerns regarding this policy should be brought to the library Director.
- F. Authority & Evaluation - This policy and related procedures will be enforced under all current and future New York State Executive Orders and the criteria mandated for organizations to safely and legally reopen and operate under NY Forward. The practices in this policy may be updated as needed to conform with modifications to NY Forward, as well as mandates from the Center for Disease Control (CDC), Occupational Safety and Health Administration (OSHA), and local government agencies.
- G. This policy will remain in effect until the Board of Trustees votes to remove or revise it. The Library Director is authorized to make temporary amendments and changes to this policy consistent with the purpose of this policy prior to board approval. Temporary amendments or changes will be recommended by the Library Director at the next board meeting.

IV. REFERENCES:

- A. Pioneer Library Systems IT Services

Revision History:

06/15/2020: Formatting changes only