

OPERATIONS – PANDEMIC/EMERGENCY PROCEDURES Sanitizing Electronic Devices

The Red Jacket Community Library (RJCL) has established procedure for sanitizing electronic devices in order to provide continuing services in a safe and healthy environment. The RJCL follows the recommendations of the Pioneer Library System (PLS) IT Services for these procedures.

A. SAFETY

1. Sanitizing electronic devices must be done with care to avoid possible electrocution and damage to the device.
2. Power off the device and unplug power cords before starting.
3. Avoid getting moisture into openings.
4. Devices such as laptops, tablets and smart phones should be allowed to dry for several minutes before powering on to avoid damage.

B. CLEANING MATERIALS

1. Disposable isopropyl alcohol wipes and Clorox Disinfecting Wipes are both good options.
 - a. 70% isopropyl alcohol wipes are generally best as they tend to be less moist and the alcohol evaporates fast.
 - b. Use Clorox Disinfecting Wipes with caution. They 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.
 - c. If neither of these is available, use a paper towel or cloth rag. Apply the isopropyl alcohol to the cloth rather than the device. The cloth should be damp and not soaking wet.
2. Do not use aerosol sprays, bleaches, or abrasives.
3. If you must use an alcohol spray, spray the cloth rather than the device.
4. Do not use compressed air to clean electronic equipment such as keyboards, as this aerosolizes debris and microorganisms.

C. DESKTOP COMPUTERS

1. Power off the computer.
2. 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.
3. 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.
4. 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.

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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. AUTHORITY AND EVALUATION

1. This procedure 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.
2. Questions or concerns regarding this procedure should be brought to the Library Director.
3. This procedure will remain in effect until the Library Director removes or revises it. Substantial amendments or changes will be reported by the Library Director at the next board meeting.

F. REFERENCES

1. Pioneer Library Systems IT Services

Revision History:

06/15/2020: Formatting changes only

02/9/2021: Changed from a Policy to Procedure; Authority and Evaluation revised.