

Section 7: **Principles of Cleaning and Disinfecting Environmental Surfaces**

Policy number: **7.10**

Subject: **Cleaning and Disinfection of Electronic (IT) Devices**

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## **1 PURPOSE**

- 1.1 Electronic devices (e.g. cellular phones, tablets, portable computers, monitors, keyboards, mice, hand held devices, smartphones etc.) are increasingly important in client care areas of health facilities. These devices require proper cleaning and disinfection in order to prevent the transmission of infectious agents to staff, clients and visitors via the workstation or device. The process and products used for cleaning and disinfection of electronic devices in health facilities must also be compatible with the equipment.

## **2 POLICY**

- 2.1 All clients, visitors, and health care workers using health facilities are entitled to and expect to work and be cared for, in a clean environment. All health care workers working in health facilities must clean and disinfect electronic (IT) devices, including personal devices and accessories that:
- 2.1.1 Stay with the health care worker in clinical areas (e.g. smartphone)
  - 2.1.2 Are used for client teaching and may stay with the client in clinical areas; and
  - 2.1.3 Move from client to client in clinical areas (e.g. computer/workstation on wheels).
- 2.2 HCPs must also ensure that they carry this out according to the manufacturer's recommendations and that the appropriate cleaning and disinfection products are compatible with the surfaces/equipment.

## **3 PROCEDURE**

- 3.1 The user/owner of an IT device is responsible for routine cleaning and disinfection of the device. IT devices should be approached with clean hands. The user/owner must clean and disinfect personal electronic (IT) devices as well as health facility multi-use IT equipment **between clients and before leaving client care areas** Many IT devices are used by more than one HCP, and as such they should be cleaned frequently, and hand hygiene should also be performed before and after accessing the IT device.
- 3.2 It is very important for each health facility to establish responsibility and schedules for routine cleaning/disinfection of IT devices in client care areas.

- 3.3 Hand hygiene should be performed in accordance with the 4 Moments of Hand Hygiene, as well as before and after accessing an IT device (IT devices are considered to be either a “hospital” or a “personal” environment). Hand hygiene is the most important factor in the prevention of transmission of microorganisms.
- 3.4 Selection of new and or replacement equipment must include considerations related to the manufacturer’s cleaning and disinfection recommendations to ensure their guidelines meet the standards for cleaning and low-level disinfection necessary for a health facility.
- 3.5 All cleaning and disinfecting products must:
  - 3.5.1 Have a DIN number from Health Canada
  - 3.5.2 Have a corresponding MSDS available on site
  - 3.5.3 Be compatible with the items to be cleaned and disinfected
  - 3.5.4 Be used according to manufacturer’s recommendations for dilution and contact time
  - 3.5.5 Be safe for the environment
  - 3.5.6 Be used with appropriate PPE if required
- 3.6 All touch surfaces of **IT devices used at, or near the point-of-care** must be cleaned and disinfected with a hospital grade disinfectant if used or touched during the client encounter.
- 3.7 All surfaces should be cleaned with a soft wipe such as ACCEL Prevention Wipes or a cloth dampened with an approved cleaner/disinfectant. Obvious soil must be removed prior to the final wipe.
- 3.8 Liquid disinfectants must not be sprayed or poured directly onto IT devices.
- 3.9 Surfaces must be allowed to air dry before use.
- 3.10 If a screen becomes streaked or develops a film of cleaner/disinfectant, wipe with a soft, damp cloth and polish dry.
- 3.11 If an item cannot be cleaned with a hospital-grade disinfectant and is necessary for client care, a risk assessment should be done to determine the best approach to reduce the risk of transmission of microorganisms.
- 3.12 If an item cannot be adequately cleaned and will be accessed in a client care area, it requires an impervious keyboard cover, skin or solid fluid-resistant keyboard that can withstand frequent cleaning with a hospital-grade disinfectant.

- 3.13 All health care providers must adhere to routine practices while cleaning and disinfecting non-critical client care equipment with care taken to perform hand hygiene before and after touching each item, and cleaning equipment as well.

**Table 1: Cleaning and Disinfection IT Devices – Frequency and Responsibility**

Equipment/Device	Frequency	By Whom
Fixed system used at point-of-care <ul style="list-style-type: none"> <li>Wall mounted in client care area</li> </ul>	Daily and between clients Hand hygiene before accessing, and after use of IT device	User and/or as assigned by NIC OR cleaner
Portable systems used by multiple HCPs at point-of-care, such as computers on wheels, wireless laptops, tablets etc.	Daily and between clients  Hand hygiene before accessing, and after use of IT device	User and/or as assigned by NIC
Portable/fixed system used <b>near point-of-care</b> (remains in hallway outside of client care area).	Daily and between clients  Hand hygiene before accessing, and after use of IT device.	User
All other fixed systems located in clinical area – nursing office or workstation, reprocessing area - single user.	Daily  Hand hygiene before accessing the device when returning from the clinical area.  Hand hygiene when leaving the IT device before returning to the clinical area.  Between users	User and/or as assigned by NIC  User
Systems in non-clinical offices <ul style="list-style-type: none"> <li>Single user (e.g. personal computer)</li> <li>Multiple user workstation (e.g. photocopier)</li> </ul>	Hand hygiene before accessing, and after use of IT device  Weekly  Daily	User  User and/or as assigned
Systems in public areas for client/visitor use	Encourage hand hygiene before accessing, and after use of IT device  Daily	Proprietor
Personal systems (pager, cell phone, portable personal computer)	Daily sanitizing of device  Between clients if accessed during client care  Hand hygiene before and after use of device.	Owner/User

Adapted with permission from Saskatoon Health Region, (SHR) Infection Prevention & Control (IP&C).

#### 4 REFERENCES

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