

How to clean and disinfect your office equipment

To help eliminate the spread of germs we encourage you to follow these easy and effective disinfecting tips

DO's:

- Always disinfect shared office equipment after every use (ex. telephone, photocopier touch pads, POS debit machines, keyboards, mice, adding devices etc.)
- Always use an approved disinfectant – Lysol wipes are very effective and approved by Health Canada in the protection against COVID-19
- When cleaning a monitor, always turn it OFF first and then start at the top left and wipe in one direction to the right, continue in this motion until the monitor is cleaned from top to bottom. Allow to fully dry before turning the display monitor on again
- Get into the habit of wiping down your personal equipment at the start and end of each workday – including your desk surface and the arms on your chair
- Always allow disinfectant to air dry, wiping it dry eliminates its efficacy



DO NOT's:

- Never use peroxide, bleach, or ammonia on electronics
- Never spray the disinfectant directly on the equipment – best to spray it on a lint free cloth and then wipe equipment
- Never submerge any device into disinfectant cleaners
- Never use a paper towel, or a tissue on a display monitor



REMEMBER: Washing your hands often throughout the day is one of the best ways to protect yourself and others from getting sick