

Leamington Mennonite Home
Long Term Care

**INFECTION CONTROL
POLICY AND PROCEDURE**

CATEGORY: Miscellaneous Cleaning	SUBJECT: Cleaning & Disinfection of Electronic Equipment	SECTION: K POLICY: 1
DATE: July 12, 2022	Administrator's Signature: <u><i>J. M.</i></u>	
REVISION DATES: November 2023	IPAC Lead's Signature: <u><i>L. Coppola, RN.</i></u>	

CLEANING & DISINFECTION OF ELECTRONIC EQUIPMENT

POLICY:

Daily cleaning of daily use electronic equipment is necessary to reduce the transmission of microorganisms that may contribute to infections.

Protocols:

Caution: There is the potential to irreparably damage any electronic device if a cloth/wipe with too much moisture is applied. Wipes that are excessively wet should be wrung out before using on electronic devices.

No electronic item should be sprayed with cleaner. Spray bottles are no longer permitted in LTC.

- 1) Hand hygiene is recommended before and after keyboard use, as hand hygiene is the single most effective way to control the spread of infection:
 - ABHR should be readily available to all staff, including office/non-resident areas.
 - Alcohol wipes should be readily available near all keyboards and other high-touch equipment, including office/non-resident areas.
- 2) High-touch items such as keyboards, mouse devices, iPads, Med cart laptops, Timeclock finger scanner, telephones, and remote-control devices should be cleaned daily, regardless of being in common areas, resident care, or office environments.
- 3) Staff will wipe off all keyboards, touch screens, and telephones daily with approved cleaning wipes or solutions and microfiber cloths.
- 4) Before cleaning, computers should be turned off or in "keyboard locked" mode.
- 5) Monitors should be wiped with a soft cloth to prevent scratching:

- All portable equipment used between residents and coming in direct contact with residents is to be wiped off if visibly soiled, otherwise once daily with Oxiver disinfectant. For residents in contact precautions, portable equipment must be disinfected with disinfectant wipes or Oxiver soaked cloths before use on another resident.
- 6) Wipe off communication devices (phones and portable phones) with supplied disinfectant wipes or approved disinfectant on a microfibre cloth at the beginning and end of each work shift, and when obviously soiled or contaminated.
 - 7) Portable phones cannot be used while hands are gloved or in a room where a resident is on precautions.
 - 8) If a communication device must be handled while in room where a resident is on precautions, disinfect the device upon exiting the room.
 - 9) On stainless steel items, if residue builds up from using disinfectant, stainless steel cleaner may be used, but then it must be re-wiped with a disinfecting solution.
 - 10) On items other than stainless steel, if residue builds up from using a disinfectant, disinfect first, then dry wipe clean with a microfibre cloth dampened with water.
 - 11) In addition to daily cleaning, keyboards may be cleaned with alcohol prep wipes by individual users.
 - 12) Electronic items that become grossly contaminated with blood or other body fluids should be taken out of service.
 - 13) Contact the IPAC Lead or IT Help for further instructions.
 - 14) Follow Manufacturer's directions for cleaning and disinfection.