



Cleaning electronic devices

Cleaning of clinical equipment is guided by the [Clinical Equipment Cleaning Procedure \(PROMPT\)](#). Information on cleaning is also available on the [COVID-19 website](#)

Device	Location	When	How
Sanitise hands¹	All areas	Before and after touching or cleaning any electronic device	<ul style="list-style-type: none"> If hands unsoiled use alcohol-based hand rub If hands visibly soiled complete a soap and water wash
Ward Devices <ul style="list-style-type: none"> • WOWS • Keyboards • Mouse • Laptops • Trolley/cart attached to WOW/laptop device • Scanners • Label printers • Downtime Laptops • Tablets 	All clinical areas	WOWs, Laptops, trolleys, Scanners, Label Printers: <ul style="list-style-type: none"> • Cleaned at start and end of each shift/round • Whenever visibly soiled • WOWs: Once per week full wipe through of drawers, etc (document on cleaning schedule) Downtime Laptop, Tablets: <ul style="list-style-type: none"> • Clean before and after each use 	<ul style="list-style-type: none"> • Clean all surfaces with Clinell® wipe² as per Clinical Equipment Cleaning procedure • Where possible turn off power/disconnect plug • Avoid spraying devices with liquid
<ul style="list-style-type: none"> • Nurse Call/Patient TV remote 	All clinical areas	<ul style="list-style-type: none"> • Daily (by PSA) • Between patients (by PSA) 	<ul style="list-style-type: none"> • As per Cleaning – Daily Clean Patient Area procedure (PROMPT)³
<ul style="list-style-type: none"> • Desk phones • Computer Screens • Keyboard • Mouse • Photocopiers 	Admin areas in clinical spaces, e.g. wards	<ul style="list-style-type: none"> • Every 8 hours • Between users 	Clean with: <ul style="list-style-type: none"> • Approved disinfectant wipe, and • Remove chemical residue with water dampened microfibre cloth when required and at least once weekly²
Personal Devices <ul style="list-style-type: none"> • Mobile phones • iPads • Tablets • Personal Duress Alarm • Paging devices • Shared smart page phones 	All areas	<ul style="list-style-type: none"> • At commencement and end of shift or clinic session • Between users 	Clean all surfaces with Clinell® wipe ² as per Clinical Equipment Cleaning procedure
Office/Hot Desk Devices <ul style="list-style-type: none"> • Desk phones • Computer Screens • Keyboard • Mouse • Photocopiers 	Consulting and Office Spaces, e.g. <ul style="list-style-type: none"> • All office-based workers • Allied Health • Outpatients • Community 	<ul style="list-style-type: none"> • At commencement and end of shift or clinic session • Between users 	Clean with: <ul style="list-style-type: none"> • Approved disinfectant wipe, and • Remove chemical residue with water dampened microfibre cloth when required and at least once weekly²

¹ [Hand Hygiene Procedure \(PROMPT\)](#).

² Clean away Clinell® wipe residue at least once per week by allowing the Clinell® to air dry on the device for one minute then cleaning device with water dampened MFC.

³ [Cleaning - Daily Clean Patient Area Procedure \(PROMPT\)](#).