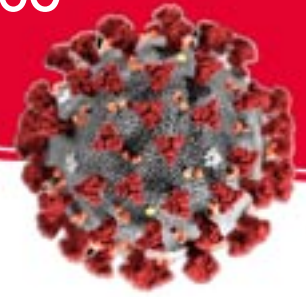


Cleaning Devices and Workspaces to Prevent the Transmission of Covid-19 in the Workplace



With more businesses returning to the workplace, Covid-19 safety precautions are a concern for many of our customers, especially how to clean printers, copiers, IT infrastructure and peripherals, touchscreens and digital signage supplied by MiD, as well as all the other surfaces in the workplace. This document provides guidance on cleaning devices and workspaces to create a safer working environment.

General: Action required to prevent the transmission of a virus by touching contaminated surfaces.

- ☒ Wear disposable gloves (either latex or nitrile) when cleaning and disinfecting devices and other surfaces.
- ☒ Avoid contact with skin/eyes when cleaning with alcohol/cleaning solutions and ensure adequate ventilation.
- ☒ Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.
- ☒ Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards, and making sure there are adequate disposal arrangements.
- ☒ Clearing workspaces and removing waste and belongings from the work area at the end of a shift.
- ☒ Limiting use of high-touch items and equipment, for example, printers, touchscreens or whiteboards.
- ☒ If you are cleaning after a known/suspected case of COVID-19, refer to the government's website. (see Resources)

Specific: Take the following precautions when cleaning printers, IT and display equipment, etc.

- ☒ Always turn the device off and disconnect the mains power.
- ☒ DON NOT use abrasives, chemicals such as bleach, ammonia, acetone, peroxide or other cleaning agents on equipment as these may cause damage to the finish as well as damage electrical components.
- ☒ Moisten a lint-free or microfibre cloth with a mixture of 70% isopropyl or ethanol alcohol and 30% water.
- ☒ DO NOT spray electrical devices - this can also cause damage to the equipment.
- ☒ Clean displays and control panels, always wiping in just one direction. Also keyboards, mice/controllers, cables and any other surfaces.
- ☒ After being disinfected, copier/canner glass can be cleaned using an office glass cleaner to remove smears.
- ☒ Gloves, aprons and other PPE should be bagged, sealed and kept for 72 hours before you dispose of them.
- ☒ Wash your hands for 20 seconds with soap and water before doing anything else.

Resources: Additional guidance from the UK Government and the World Health Organisation.

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

<https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf>

<https://www.who.int/docs/default-source/coronaviruse/advice-for-workplace-clean-19-03-2020.pdf>