

ADVICE ON CLEANING WORKSTATION EQUIPMENT



To help control the potential spread of COVID-19 and to ensure the health and safety of everyone at Queen's, it is important to keep your workspace clean. When cleaning your workstation, you can follow these useful cleaning tips:



Before you begin cleaning, first make sure the computer or touchscreen device is powered off.



Never spray liquids directly onto any electronic equipment.



You can use a microfibre cloth or a disinfectant wipe. If neither are available, blue roll may be used.



Spray the microfibre cloth or blue roll with sanitiser until damp (but not soaking). If using a wipe, squeeze out excess liquid before cleaning.



Do not use cleaning sprays or wipes that contain bleach.



To disinfect the keyboard, clean the keys and the surrounding area by gently wiping and keeping them moist for about three minutes. Do not soak the keyboard – you want to see moisture on the surface of the keys, but liquids shouldn't be allowed to soak into the keyboard.



To disinfect the touchscreen gently wipe the screen all over, and keep it moist for about three minutes. Again, you want to see moisture on the surface of the display but do not soak the device.



After giving it a gentle sweep, let the keyboard or touchscreen device rest for a few minutes while it dries off. Make sure everything is 100% dry before powering back on.



This cleaning process can be followed for all the usual workstation equipment, such as computer screens, keyboards, mice, desk surfaces, chair handles, and phones.



Where computers must be shared, equipment must be cleaned before and after use. All staff should maintain a high level of hand hygiene throughout working hours.

