

HARBOR-UCLA MEDICAL CENTER

SUBJECT: CLEANING COMPUTERS AND COMPUTER WORKSTATIONS

POLICY NO. 440

PURPOSE:

To define the cleaning requirements/procedures for desktop computers and computer workstations.

POLICY:

Harbor-UCLA Medical Center will ensure that all computers and computer workstations be regularly cleaned using pre-determined cleaners.

PROCEDURE:

A. Keyboard and Mouse

- Keyboards and Mouse will be dusted/cleaned daily with hospital approved antiseptic wipes by Housekeeping personnel and as needed by the Hospital Staff.
- Keyboards that are visibly soiled will be routinely replaced and cleaned by Information Systems staff.

B. Monitor Screen

- The video display surface of LCD monitors will be cleaned gently using a soft, lint free cloth as needed. No chemical disinfectant will be used to clean the surfaces of LCD monitors. No liquids will be sprayed directly on the LCD, or use a paper towel as it may cause the LCD to become scratched.

C. Workstation on Wheels (WOW)

- Housekeeping personnel will clean surfaces, bases and wheels of the computer workstation carts daily or more frequently using a cloth dampened with a hospital-approved disinfectant.
- If excessive build up of dust is noted on the computer fans, the hospital personnel will call Information Systems at extension 5059 for service.

EFFECTIVE DATE: 4/20/09

SUPERSEDES:

REVISED: 2/17

REVIEWED: 8/14, 2/17

REVIEWED COMMITTEE:

APPROVED BY:

Kim McKenzie, RN, MSN, CPHQ
 Chief Executive Officer

Anish Mahajan, MD
 Chief Medical Officer

Patricia Soltero Sanchez, RN, BSN, MAOM
 Chief Nursing Officer

Signature(s) on File.

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D. Language Center Equipment

- **Video Medical Interpreter (VMI):** The Video Medical Interpreter (VMI) device, other than the screen, will be cleaned after every use with hospital approved antiseptic wipes by the hospital staff. However, the video display surface of VMI units will be cleaned gently using a soft, lint free cloth as needed. No chemical disinfectant will be used to clean the surfaces of VMI screens. No liquids will be sprayed directly on the VMI screen, do not use a paper towel as it may cause the LCD to become scratched.
- **Interpreter Phones:** Interpreter phones, including cordless, dual handset phones, or any type of telephone used for interpreting will be cleaned after every use with hospital approved antiseptic wipes by the hospital staff.
- **Pocket Talkers and other devices:** Pocket talkers or amplifiers used to assist soft voice or hard of hearing patients will be cleaned after every use with hospital approved antiseptic wipes by the hospital staff.