

HIGH DESERT HEALTH SYSTEM AMBULATORY SURGICAL CENTER

SUBJECT: XIII-103 CLEANING OF COMPUTER KEY BOARDS, MOBILE POINT OF CARE LAPTOPS	POLICY #: 1284
	VERSION: 1
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DATE APPROVED: 07/31/2015	

PURPOSE: To describe steps that must be followed to prevent the transmission of disease and cross contamination to patients and staff related to the use of computers in patient care areas.

POLICY: Staff using computers, key boards and laptops in patient care areas are to maintain them in a clean manner, per the following procedure:

PROCEDURE:

- I. Keyboard plastic protective liners may be used on keyboards to protect from spillage and for more effective ease of cleaning the keyboard surface. Condition of keyboards or protective liners will be monitored and replaced as needed.
- II. Gloves should not be worn during computer use. If they must be used, the keyboard and other areas touched shall be cleaned with a disinfectant.
- III. Hand hygiene must be performed prior to touching patients and other patient care items after touching keyboards.
- IV. Computers/keyboards/protective liners/mice/monitors are to be routinely cleaned and disinfected per manufacturers' instructions, when contaminated, visibly soiled and between cases in operating room (OR) suites.
- V. Roving computers/keyboards/mice are to be cleaned and disinfected before moving to an OR suite and after use in an OR suite and between cases.
- VI. Touch-screen monitors in the OR suite may be covered with a protective barrier, which is to be cleaned or discarded between cases.
- VII. Computers should be located, whenever possible, at least 3 feet from a sink, or a splashguard may be installed.
- VIII. Cleaning Protocol
 - a. A quaternary ammonium or alcohol disinfectant solution is to be used for cleaning of keyboards/protective liners, mice, screens and computers. Touch screen monitors are to be cleaned per the manufacturer's instructions.

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- b. Do not use bleach, strong solvents or abrasive solutions or materials on computers, keyboards, or monitor screens.
- c. Disinfectants are to be wiped (not sprayed) directly onto the surfaces.
- d. Disinfectant solutions are to be selected per manufacturers' instructions, EPA registered and facility approved.
- e. Computer carts are to be inspected daily for dust and soilage. High touch areas (handles, wrist supports) are to be cleaned and disinfected daily and as needed and between cases in the OR.

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