



# Publishing

## Covid-19 Safety Procedures

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# 1 Computer Lab Use

## 1.1 General

All users of the computer labs are expected to familiarise themselves with issued risk assessments and this guidance and adhere strictly to it while using the facilities.

Users are expected to sanitise their hands immediately before and after using the workstations according to the instructions in figure 1

Users should fill the room starting with the seat furthest from the entrance, and should exit the room in the reverse manner, beginning with the seat closest to the exit.

Only water will be allowed to be consumed in the computer labs for hygiene reasons. Any user found to be eating or drinking anything other than water will be asked to leave.

# How to Handrub?

**RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED**

**🕒 Duration of the entire procedure: 20-30 seconds**



Figure 1: WHO Guidance on hand rubbing with sanitiser



The following points offer some general guidance regarding the cleaning of electrical equipment.

- Always unplug/remove all power sources, devices, and cables
- Keep any liquids away from your equipment, and do not use aerosol sprays, bleaches, and abrasives--these will almost certainly damage your equipment
- Never spray any substance directly onto your device
- Only use a nonabrasive, soft, lint-free cloth
- Make the cloth damp or moist, but NOT wet. Add some soap to the cloth and rub it into the cloth with your hand
- Thoroughly wipe the device down several times
- Do not allow any moisture to get into any openings (such as charging sockets, earphone sockets, keyboard crevices)
- Dry your device with a clean, dry, and soft cloth
- Certain manufacturers recommend 70% isopropyl alcohol wipes for any hard and nonporous surfaces
- If disinfecting your equipment always check with the technician first, as disinfectants could damage your device
- 100% Isopropyl Alcohol has long been the go-to liquid for cleaning electrical components, but this should be confirmed with the technician prior to using and the appropriate safety gear worn.

## 1.2 *Cleaning keyboards, mice and work area*

### 1.2.1 Keyboards

- The keyboard surface should be cleaned using a disinfectant wipe taking care not to get any liquid into the spaces between the keys.
- Starting from the top of the keyboard wipe each row of keys in turn, wiping gently from left to right.
- Care should be taken to ensure that all key surfaces are wiped.
- If not using a disinfectant wipe do not apply cleaning solution directly to the keyboard. Apply to a suitable cloth, wring out the excess solution so that the cloth is damp but not wet, and clean as above.
- Dispose of used cleaning materials in the marked waste bin.

### 1.2.2 Mice

- The entire surface of the mouse should be cleaned using a disinfectant wipe taking care not to get moisture into any openings in the device.
- Scroll wheels / balls should be rotated to expose all touch surfaces and cleaned as above taking care not to get moisture into the openings.
- If not using a disinfectant wipe do not apply cleaning solution directly to the keyboard. Apply to a suitable cloth, wring out the excess solution so that the cloth is damp but not wet, and clean as above.
- Dispose of used cleaning materials in the marked waste bin

### 1.2.3 Work Area

- Once the keyboard and mouse have been cleaned move them to the rear of the desk under the main monitor.



- Using a disinfectant wipe clean from the rear of the desk to the front in a zig zag pattern taking care to cover the entire surface of the desk.
- If not using a disinfectant wipe do not apply cleaning solution directly to the desk. Apply to a suitable cloth, wring out the excess solution so that the cloth is damp but not wet, and clean as above.
- Dispose of used cleaning materials in the marked waste bin.