

How to Clean and Disinfect Electronic Devices



The following information provides guidelines on how to clean and disinfect electronic devices. This information has been gathered from the [CDC](#) and other websites. Please refer to the CDC recommended [Products with EPA-approved emerging viral pathogens claims](#) as the disinfectant to use.

Currently, **no** disinfecting product claims to work against an emerging pathogen and the Coronavirus (COVID-19) at the same time, but there are products that claim to work against the Coronavirus. Also, although the cleaning methods described have been identified as safe for these surfaces and situations, because COVID-19 has only recently emerged, the effectiveness of these techniques for eradicating COVID-19 has not been confirmed by laboratory testing.

NOTE: When considering how to clean electronics, you should always check your manufacturer's instructions first, as the use of some products is not advised. If your device is damaged at some point, veering from the manufacturer's instructions could result in the nullification of any warranties you might have.

CAUTION: Before cleaning any electronic device, turn the device off and unplug from all power sources to avoid personal injury or damage to the device.

Read more about cleaning and disinfecting recommendations at <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>.

How to Clean Your Computer or Laptop Screen

1. Turn off power to your machine to prevent damage or a nasty shock. For computers, you should power down and then unplug the device. You'll also want to unplug the individual monitors. Unplug laptops and remove their batteries if your model allows for this to be done.
 2. Gently wipe the monitor free of smears or dust using a microfiber cloth.
 3. If this doesn't work, use a solution of diluted dish soap. According to experts, you'll only need a single drop of soap and the water should be warm.
 4. Dip a clean microfiber cloth into the disinfectant solution and thoroughly wring it out. This is especially important when you're cleaning laptops, as you don't want liquid to drip down through the keys.
 5. Gently wipe your display with the dampened cloth.
 6. Let sit per the recommended contact time per the [Products with EPA-approved emerging viral pathogens claims](#).
 7. Rinse all the disinfectant solution out of this cloth and wring it out again. Go back over your display to remove any residue.
 8. Once more, gently wipe your screen, this time using a dry microfiber cloth.
-

How to Clean Your Computer Keyboard and Mouse

1. Disconnect the power source.
 1. For computers, you should power down and then unplug the device. Additionally, unplug the keyboard and mouse from the computer. Remove the batteries first if you use a wireless keyboard or mouse. Laptops should be unplugged. Remove the laptop batteries if possible.
 2. Clean the keyboard.
 1. Spray the keyboard with canned air to remove any leftover crumbs or dust.
 2. Lightly dab a cotton swab in your disinfecting solution. Don't oversaturate the swab, as you want to prevent moisture from falling in between the keys.
 3. Swab each of the keys using a light circular motion. You'll want to do a spot test first to be sure the disinfectant solution doesn't remove any lettering.
 3. Clean the mouse.
 1. Dampen a microfiber cloth with the disinfectant solution. Do not to oversaturate the cloth.
 2. Gently wipe down the mouse. Do not drip solution in the cracks of the mouse.
 4. Dry the keys and mouse.
 1. Use a microfiber cloth. Do not replace any batteries or plug in your machine until the keys and mouse are completely dry.
-

How to Disinfect Cellphones and Tablets

1. Power down and unplug your device.
 2. Dampen a microfiber cloth with the disinfectant solution. Do not oversaturate the cloth.
 3. Wipe down the screen, avoiding all openings.
 4. Let sit per the recommended contact time per the [Products with EPA-approved emerging viral pathogens claims](#) website.
 5. Wipe your screens dry with a fresh microfiber cloth.
-

How to Clean your Cell Phone/Tablet Cover

1. Remove your cell phone/tablet from the cover.
2. Mix your disinfectant solution in a bowl.
3. Dip your cloth into the solution so that it's damp, not saturated.
4. Wipe down the cover.
5. Rinse the cloth until it runs clean and then wring it out so that it's damp.

6. Wipe the cover again to remove residue.
 7. Leave the cover to air dry overnight or wipe it down with a dry cloth or paper towel.
 8. Make certain the cover is dry before re-inserting your tablet / cell phone.
-

MONTANA DEPARTMENT OF ADMINISTRATION

State Information Technology Services Division

SERVICE FIRST!

125 N Roberts St | PO Box 200113 | Helena, MT 59620-0113 | (406) 444-2000