

# Lab Cleaning Protocol - as of July 7, 2020

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## Cleaning Equipment

Following enhanced cleaning protocol guidelines standards, 3 library staff deep clean workstations **2 times a day, at 12:15 and at 4:15.**

After each booking, all keyboards and mice are wiped down with 1 disinfecting wipe (or if not available, a cotton pad saturated with 70% isopropyl alcohol mixture, and then fully swapped out with a clean set at 12:15 and 4:15.

Used keyboards and mice are cleaned with paper towels sprayed with QUAT.

Note: get into the habit of putting on new gloves at the start of each computer session. This will ensure that we aren't contaminating any workstations.

Staff must wear masks and safety goggles when cleaning to minimize exposure to chemicals.

## **DEEP CLEANING INSTRUCTIONS**

### **Staff Person A**

- Take all the mice and keyboards from each station. Keep each set separate.
- Place these on the RED truck.
- Wheel to the staff table closest to the south wall.
- Clean each keyboard and mouse. Spray QUAT on a paper towel. Do not spray directly on computer accessories.
- Place each clean set on the north wall table behind Linda's desk.
- Disinfect cleaning table with QUAT solution.

### **Staff Person B**

- Mist workstation table, chair, and floor (square where belongings are kept) with QUAT. Pay special attention to table ledge, chair bar, back of chair.
- Move on to the next station and let the cleaning solution sit.
- Wipe down cell-phone locker with alcohol mixture, paying special attention to buttons, edges on the inside, and USB ports where the patron would have touched.
- Spray paper towel with alcohol mixture, and use this to wipe down workstation monitor and CPU. Do not spray directly on computer accessories. Pay special attention to buttons, edges, anywhere where the patron would have touched.

### **Staff Person C**

- Take the BLACK truck with the clean keyboards and mice, and plug into the workstations.
- Once the computers are plugged, clean the the empty Black truck with alcohol solution.
- Move cleaned (by Staff Person A) keyboards and mice to BLACK truck to get ready for next swap, and clean table with QUAT solution.
- Wipe down the printer keyboard with alcohol solution.
- Spray the print table with QUAT.

## **Cleaning Supplies**

If we are running low of supplies and PPEs, contact Maintenance, Jose Wong at 63810. We can also have Security (64060) page him.