

CLEANING AND DISINFECTING MANUAL: INFORMATION TECHNOLOGY EQUIPMENT

For more information about related policy and protocol, refer to:

- [Policy 15.7P Medical Equipment and Information Management/Information Technology Equipment Cleaning and Disinfection](#)
- [Protocol 15.6PRT Non-critical Medical Equipment and Information Management/Information technology Equipment Cleaning and Disinfection](#)

NOTE: This manual does not replace any current cleaning and disinfecting processes.

For more information, refer to individual web pages:

General Support:

https://intranet.islandhealth.ca/departments/general_support/Pages/default.aspx

Porter Services:

https://intranet.islandhealth.ca/departments/matman/logistic_services/Pages/porter-services.aspx

Housekeeping:

https://connect.islandhealth.ca/depts/gss_admin/Housekeeping_Resources/

Point of Care:

https://intranet.islandhealth.ca/departments/laboratory_services/poct/Pages/default.aspx

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What is Information Technology Equipment?

Information Technology (IT) equipment is a collection of equipment that collect, transfer, store, and/or process data¹. As adoption of electronic health record (EHR) functionality progresses, it is important to follow Infection Prevention and Control (IPAC) principles when IT equipment is used in the delivery of patient care.

Designation of Cleaning Responsibilities

Who	What	When
Direct Care User (DCU): All healthcare workers	Equipment used between multiple patients (e.g., bar code scanner, wound care camera, iPad for virtual care)	Between every patient
	Equipment that is dedicated to an individual patient (e.g. phone in room)	<ul style="list-style-type: none"> • “High touch” points daily • When soiled • Between every patient
	Equipment attached to a patient (e.g., vital sign monitor)	<ul style="list-style-type: none"> • Clean and disinfect daily and whenever visibly soiled • Between every patient
	Direct Care User equipment that is owned or dedicated to their use (e.g., stethoscope, badge, mobile phone, pager)	Clean and disinfect daily and immediately after contact with patient or patient environment
Managers/Supervisors	Ensure staff have appropriate training to clean and disinfect equipment that they are responsible for	On hire and whenever any new equipment is implemented
	Assess cleaning & disinfecting processes to ensure adherence to protocols	Annually

Principles of Cleaning & Disinfecting IT Equipment³




1. Always perform [hand hygiene](#) prior to and after using IT equipment.
2. **ALL IT equipment must be cleaned & disinfected.**
3. IT equipment requires Low Level Disinfection (LLD)².
4. Multi-patient and dedicated IT equipment must be cleaned & disinfected between each use.
5. Contaminated/dirty IT equipment must **NOT** be moved throughout the hospital.

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6. Nursing Units (i.e. ICU and Emergency) may have their own cleaning & disinfecting protocols for certain specialty items. Always confirm what these protocols are before you start working in those locations.

Cleaning & Disinfecting Products

Island Health uses 2 wipes: 1st wipe to clean; 2nd wipe to disinfect.
Please note that cleaning & disinfecting products may change according to availability.

Cleaner & Disinfectant	What Equipment	Example	Dry time
Alcohol wipes	<ul style="list-style-type: none"> All IT equipment with a display/screen/monitor Cell phones 	Pro-Surface Alcohol 73% Disinfectant Wipes 	1 min
		Antiseptic 70% Isopropyl Alcohol Pad 	1 min
Accelerated Hydrogen Peroxide (AHP) wipes Accel INTERvention)	Most other IT equipment surfaces		1 min

Keep container caps of wipes closed except when removing wipes. Leaving the caps open allows the wipes to dry out and renders them ineffective for cleaning & disinfecting.

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Steps to Clean & Disinfect⁵

1. Perform Hand Hygiene (HH)
 - a. If patient to use equipment, they are to wash their hands.
2. Don PPE:
 - a. Gloves if the medical equipment has come into contact with bodily fluids.
 - b. Gloves, gown, mask if patient on isolation precautions.
3. Clean/remove any foreign matter (e.g., dust, soil, food, feces, blood, sputum) from the equipment using the first wipe(s); apply friction and a rub/scrub motion, clean from cleanest area to dirtiest area. Discard into regular waste container.
4. Disinfect: obtain additional wipe(s), wipe surfaces down; allow to air dry according to manufacturer's "wet contact time". Discard subsequent wipe(s) into regular waste container.
5. Perform Hand Hygiene (HH)
 - a. If patient used equipment, they are to wash their hands.

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If you have questions about who is responsible for cleaning an item that is not listed, please contact your supervisor/manager.




1.	Bar code scanners <ul style="list-style-type: none"> Automated Dispensing Cabinets (ADCs) Bar Code Medication Administration 	11.	Keyboard, mouse
2.	Cables/Chords	12.	Microphones (e.g. Dragon/PowerMic Dictation & Headsets)
3.	Cameras <ul style="list-style-type: none"> Wound care Webcam (e.g. integrated camera, computer mounted, etc) 	13.	Monitors, Integrated (wall mounted/mobile) <ul style="list-style-type: none"> Phillips Vital Sign Monitors (VSM)
4.	Cards , Card Readers, Lanyards <ul style="list-style-type: none"> Employee ID Access Improvata (Tap & Go) 	14.	Phones <ul style="list-style-type: none"> Individual patient phones <ul style="list-style-type: none"> In room phones Personal Cell phones Individual staff phones <ul style="list-style-type: none"> Personal or Island Health Cell phones Phones used by multiple persons <ul style="list-style-type: none"> Dedicated unit patient (may be stationary or cordless) Unit/staff (may be stationary or mobile)
5.	Computers: Automated Dispensing Cabinets	15.	Printers: Laser Printers-(just printers)
6.	Computers: Desktops/PCs & Monitors (e.g. Central, Inteviewer)	16.	Printers: Multifunctional Printers (MFP) all in one -prints/scans/ faxes
7.	Computers: iPads	17.	Telehealth display and controls
8.	Computers: Laptops/ Tablets	18.	Point of Care Equipment <ul style="list-style-type: none"> Nova StatStrip iSTAT Clinitek Status+
9.	Computers: Workstations on Wheels (WOWs) (e.g. integrated medication cart)	19.	Vocera Badges
10.	Docking station	20.	

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IT Equipment	Frequency	Agent(s)	Who
<p>1. Bar code scanners</p> <ul style="list-style-type: none"> Bar Code Medication Administration 	<ul style="list-style-type: none"> Between every patient When soiled Between clinicians 	Accelerated Hydrogen Peroxide (AHP) wipes	Direct Care User (DCU)
<p>2. Cables/chords</p> 	<ul style="list-style-type: none"> Between patients When soiled 	Accelerated Hydrogen Peroxide (AHP) wipes	Direct Care User (DCU)
<p>3. Cameras</p> <ul style="list-style-type: none"> Wound care  <ul style="list-style-type: none"> Webcam (e.g., integrated camera, computer mounted, etc.) 	<ul style="list-style-type: none"> Between every patient When soiled Between Clinicians 	<p>Display/screen Alcohol wipes</p> <p>All other parts Accelerated Hydrogen Peroxide (AHP) wipes</p>	Direct Care User (DCU)
<p>4. Cards, Card Readers, Lanyards</p> <ul style="list-style-type: none"> Employee ID/Access cards Imprivata (Tap & Go) 	<ul style="list-style-type: none"> Beginning & end of each shift After contact with patient/patient environment When soiled 	Accelerated Hydrogen Peroxide (AHP) wipes	Direct Care User (DCU)
<p>5. Computers: Automated Dispensing Cabinets (ADCs)</p> <ul style="list-style-type: none"> AccuDose 	When soiled	<p>Display/screen Alcohol wipes</p> <p>All other parts</p>	Direct Care User (DCU)





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	IT Equipment	Frequency	Agent(s)	Who
	 <ul style="list-style-type: none"> Omicell 		Accelerated Hydrogen Peroxide (AHP) wipes	
6.	<p>Computers: Desktops/PCs & Central Monitors (e.g., Inteleviewer)</p> 	<ul style="list-style-type: none"> Beginning & end of each shift When soiled 	<p>Display/screen Alcohol wipes</p> <p>All other parts Accelerated Hydrogen Peroxide (AHP) wipes</p>	<ul style="list-style-type: none"> Direct Care User (DCU) Unit Aides
7.	<p>Computers: iPADS⁶</p> <ul style="list-style-type: none"> Clinical Use Patient Use 	<p>Clinical use</p> <ul style="list-style-type: none"> Between clinicians Between every patient When soiled <p>Patient Use</p> <ul style="list-style-type: none"> When soiled Between every patient 	<p>Display/screen Alcohol wipes</p> <p>All other parts Accelerated Hydrogen Peroxide (AHP) wipes</p>	Direct Care User (DCU)


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	IT Equipment	Frequency	Agent(s)	Who
8.	<p>Computers: Laptops/ Tablets</p>  	<ul style="list-style-type: none"> Between clinicians Daily When soiled 	<p>Display/screen Alcohol wipes</p> <p>All other parts Accelerated Hydrogen Peroxide (AHP) wipes</p>	<ul style="list-style-type: none"> Direct Care User (DCU) Unit Aides
9.	<p>Computers: Workstations on wheels (WOWs) (e.g., Integrated medication cart)</p>  	<ul style="list-style-type: none"> Between clinicians Beginning and end of each shift When soiled 	<p>Display/screen Alcohol wipes</p> <p>All other parts Accelerated Hydrogen Peroxide (AHP) wipes</p>	<p>Direct Care User (DCU)</p>



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	IT Equipment	Frequency	Agent(s)	Who
10.	Docking station 	<ul style="list-style-type: none"> Frequently touched area between clinicians Daily When soiled 	Accelerated Hydrogen Peroxide (AHP) wipes	<ul style="list-style-type: none"> Direct Care User (DCU) Unit Aides
11.	Keyboard, mouse 	<ul style="list-style-type: none"> Beginning and end of each shift When soiled Daily 	Accelerated Hydrogen Peroxide (AHP) wipes	<ul style="list-style-type: none"> Direct Care User (DCU) Unit Aides
12.	Microphones: <ul style="list-style-type: none"> Headsets  <ul style="list-style-type: none"> Dragon/PowerMic Dictation 	Clinical use <ul style="list-style-type: none"> Between clinicians Between every patient When soiled Patient Use <ul style="list-style-type: none"> When soiled Between every patient 	<ul style="list-style-type: none"> Accelerated Hydrogen Peroxide (AHP) wipes Apply/Remove covers 	Direct Care User (DCU)
13.	Monitors, Integrated (wall mounted/mobile) <ul style="list-style-type: none"> Phillips 	<ul style="list-style-type: none"> Between clinicians Between patients 	Display/screen Alcohol wipes	Direct Care User (DCU)






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	IT Equipment	Frequency	Agent(s)	Who
	 <ul style="list-style-type: none"> • Welch/Allyn 	<ul style="list-style-type: none"> • When soiled 	<p>All other parts Accelerated Hydrogen Peroxide (AHP) wipes</p>	
14.	<p>Phones</p> <ul style="list-style-type: none"> • Individual patient phones <ul style="list-style-type: none"> ○ In room phones ○ Personal Cell phones • Individual staff phones <ul style="list-style-type: none"> ○ Personal or Island Health Cell phones 	<p>Clinical use</p> <ul style="list-style-type: none"> • Between clinicians • Between every patient • When soiled 	<p>Accelerated Hydrogen Peroxide (AHP) wipes</p>	<ul style="list-style-type: none"> • DCU • Unit Aides

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	IT Equipment	Frequency	Agent(s)	Who
	<ul style="list-style-type: none"> ○ Phones used by multiple persons ● Patient (may be stationary or cordless) ● Unit/staff (may be stationary or mobile) 	<p>Patient Use</p> <ul style="list-style-type: none"> ● When soiled ● Between every patient 		
15.	<p>Printers</p> <ul style="list-style-type: none"> ● Laser Printers (simple printers) ● Label printers 	<ul style="list-style-type: none"> ● Daily ● When soiled 	Accelerated Hydrogen Peroxide (AHP) wipes	<ul style="list-style-type: none"> ● DCU ● Unit Aides
16.	<p>Printers: Multifunctional Printer (MFP) all-in-one (print/scan/fax)</p> 	<ul style="list-style-type: none"> ● Daily ● When soiled 	Alcohol wipes	<ul style="list-style-type: none"> ● DCU ● Unit Aides

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	IT Equipment	Frequency	Agent(s)	Who
17.	Telehealth display and controls 	<ul style="list-style-type: none"> Between clinicians Between patients Beginning and end of each shift When soiled 	Alcohol wipes	<ul style="list-style-type: none"> DCU Unit Aides
18.	Point of Care Equipment <ul style="list-style-type: none"> Nova StatStrip:  iSTAT:  CLINITEK Status®+ Analyzer:  	<ul style="list-style-type: none"> Between clinicians Between patients When soiled 	Accelerated Hydrogen Peroxide (AHP) wipes	Direct Care User (DCU)
19.	Vocera Badges 	Beginning and end of each shift	Accelerated Hydrogen Peroxide (AHP) wipes	Direct Care User (DCU)

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Definitions

Cleaning: Is the physical removal of foreign material (e.g., dust and soil) and organic material (e.g. blood, secretions, excretions, microorganisms). Cleaning physically removes rather than kills microorganisms. It is accomplished with water, detergents and mechanical action. Cleaning must be performed before disinfection or sterilization.

Disinfection: a chemical agent that kills most disease-producing microorganisms, but not necessarily bacterial spores. Medical devices must be cleaned thoroughly before effective disinfection can take place. There are three levels of disinfection: High, Intermediate and Low.

Hand hygiene: a general term referring to any action of hand cleaning. Hand hygiene relates to the removal of visible soil and removal or killing of transient microorganisms from the hands. Hand Hygiene shall be accomplished using soap and running water or an alcohol-based hand rub (ABHR).

IMIT (Information Management and Information Technology) or Medical device: any instrument, apparatus, appliance, material, or other article, whether used alone or in combination, intended by the manufacturer to be used by human beings for the purpose of diagnosis, prevention, monitoring, treatment or alleviation of disease, injury or handicap; investigation, replacement or modification of the anatomy or of a physiological process; or control of conception.

Low-Level Disinfection (LLD): A process capable of killing most vegetative bacteria, some viruses, and some fungi. Typical active ingredients include quaternary ammonium (quats) or hydrogen peroxide.

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Related Island Health Standards

- [Island Health Hand Hygiene policy](#)
- [Policy 15.7P Medical Equipment and Information Management/Information Technology Equipment Cleaning and Disinfection](#)
- [Protocol 15.6PRT Non-critical Medical Equipment and Information Management/Information technology Equipment Cleaning and Disinfection](#)
- [Infection Prevention and Control Recommended Cleaning and Disinfecting Table](#)
- [Recommended Cleaning Guideline](#)
- [Outbreak Cleaning Procedure](#)

References

[¹] Policy on Service and Digital (April 1, 2020) <https://www.tbs-sct.canada.ca/pol/doc-eng.aspx?id=32603>

[²] Provincial Infection Control Network of British Columbia (2016). British Columbia Best Practices for Environmental Cleaning for Preventions and Control of Infections in All Healthcare Settings and Programs. Retrieved May 5th, 2020 from: <https://www.picnet.ca/wp-content/uploads/British-Columbia-Best-Practices-for-Environmental-Cleaning-for-Prevention-and-Control-of-Infections-in-All-Healthcare-Settings-and-Programs.pdf>

[³] Vancouver Coastal Health (2019). Infection prevention and control master equipment cleaning and disinfecting manual. Retrieved May 6th, 2020 from: <http://ipac.vch.ca/Documents/Cleaning%20and%20Disinfection/VCH%200291.pdf>

[⁴] Island Health Logistic Services. Equipment Tags. Retrieved May 5th, 2020 from: https://intranet.islandhealth.ca/departments/matman/logistic_services/Documents/Tag_Cheat_Sheet.pdf

[⁵] Island Health [Protocol 15.6PRT Non-critical Medical Equipment and Information Management/Information technology Equipment Cleaning and Disinfection](#)

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