



# *DISINFECTING AND CLEANING RUGGED HANDHELD COMPUTER GUIDELINES*



## APPROVED CLEANING AGENTS



### INTRODUCTION

Device cleaning has become as important as handwashing. Any high traffic setting should adhere to safe cleaning practices and healthcare facilities should be more diligent to prevent the spread of disease. Read about Unitech's recommended cleaning procedures for daily and monthly maintenance to keep your devices clean and staff and patients healthy.

#### Approved Cleaning Agents:

- Isopropyl alcohol
- Ethanol alcohol

#### Approved Cleaning Wipes:

- PDI Super Sani-Cloth
- PDI Sani-Cloth 70% Wipes
- Clorox Disinfecting Wipes

Alternately, cleaning agents must contain active ingredients from the following list for optimal results:

- Hydrogen peroxide
- Mild dish soap
- Ammonium Chloride
- Ammonia solutions
- Acetone
- Ketones
- Aqueous or alcoholic alkaline solutions
- Ethanolamine

Cleansers that do not contain any of the active ingredients listed above should not be used.

## HARMFUL CLEANING AGENTS



### Non-Approved Harmful Cleaning Agents

Proper device cleaning is essential especially in environments where disease spreads quickest such as hospitals, doctor's offices, and medical facilities. Unitech disinfectant ready and anti-microbial mobile computers and scanners have been constructed with the highest-grade materials for health institutions however some cleaning solutions may be too harmful to use. The use of the following cleaning agents is not recommended and may interfere with and breakdown the device's housing.

#### Harmful Cleaning Agents:

- Bleach/sodium hypochlorite
- Ethers
- Aromatic and chlorinated hydrocarbons
- Toluene
- Trichloroethylene
- Benzene
- Carbolic acid

#### Note regarding the use of vinyl gloves in work environments:

Many vinyl gloves contain phthalate additives, which are often not recommended for medical use and may harm the housings. Our products should not be handled:

- While wearing vinyl gloves containing phthalates, or
- After vinyl gloves containing phthalates are removed and before hands are washed to remove contaminant residue

#### Note regarding the use of hand sanitizers in work environments:

Some hand sanitizers commonly used in healthcare environments may contain the harmful ingredients listed above, such as ethanolamine. Hands must be completely dry before handling Unitech products to prevent inadvertent contamination with known harmful ingredients and damage to the plastics.

## CLEANING PROCEDURES



### Daily Cleaning and Disinfecting

The following are cleaning and disinfecting instructions for environments that require daily or more frequent cleaning to prevent the spread of germs. It is recommended users disinfect Unitech products after each patient visit as well as workers in retail and hospitality who share devices.

1. Dampen a soft cloth with one of the approved cleaning agents listed on page 1 or use pre-moistened wipes:
  - a. Never apply liquid directly to Unitech products.
  - b. Do not let liquid pool around the display window or any other area on the device.
2. Gently wipe all surfaces, including the front, back, sides, top and bottom - do not wrap the device in the cloth or pre-moistened wipe.
3. Special instructions when cleaning the front of the device:
  - a. Be sure to clean the keys and between the keys (use a cotton-tipped applicator to reach between the keys).
  - b. After cleaning, immediately dry the display with a soft non-abrasive cloth to prevent streaking.
4. Allow the unit to air dry before use.

## MONTHLY CLEANING PROCEDURES



### Monthly Deep Cleaning Maintenance

Keep your Unitech devices and cradles in good working order with a regular comprehensive cleaning routine to remove the natural build-up of dirt that occurs with everyday use on connectors and the scanner exit window as well as the main surfaces of the device.

1. **Housing:** Follow the instructions for daily cleaning and disinfecting above to give the housing a general cleaning.
2. **Scanner exit window:** Wipe the scanner exit window with a lens tissue or other material suitable for cleaning optical materials such as eyeglasses.
3. **Unitech products connector:**
  - a. Remove the main battery from Unitech product and close the battery door.
  - b. Dip cotton swab in isopropyl alcohol.
  - c. Rub the cotton swab back-and-forth across the connector on the device. Do not leave any cotton residue on the connector.
  - d. Repeat at least 3 times.
  - e. Use a cotton swab dipped in alcohol to remove any grease and dirt near the connector area.
  - f. Use a dry cotton swab and repeat steps c, d and e. (Note: use dry swab only, no alcohol.)
4. **Cradle connector:**
  - a. Remove the DC power cable from the cradle.
  - b. Dip a cotton swab in isopropyl alcohol.
  - c. Rub cotton swab along the pins of the connector. Slowly move the applicator back-and-forth from one side of the connector to the other. Do not let any cotton residue remain on the connector.
  - d. Rub all sides of the connector with the cotton swab.
  - e. Spray compressed air in the connector area by pointing the tube/nozzle about 1/2 inch away from the surface. (Caution: When using compressed air, always wear eye protection, do not point nozzle at yourself and others, make sure the nozzle or tube is pointing away from your face and read warning label on compressed air product.)
  - f. Remove any lint left by the cotton swab.
  - g. If grease and other dirt are found on other areas of the cradle, use a lint free cloth and isopropyl alcohol to remove.
  - h. Allow at least 10 to 30 minutes (depending on ambient temperature and humidity) for the isopropyl alcohol to air dry before charging.

### Note on drying time:

If the temperature is low and humidity is high, longer drying time is required. Warm temperature and dry humidity require less drying time.