



Cleaning Protocols & Guidelines for Technology

APPENDIX

Product for employee use:

Alcohol-based sanitizer spray and microfiber cloth; PPE (personal protective equipment) is not required

When cleaning all technology items please keep these four things in mind:

1. All devices should be powered off and unplugged if possible.
2. Always spray the microfiber cloth first – never directly onto a technology surface.
3. Use common sense when dealing with technology equipment. All technology items are electronic and need to be kept dry – spraying directly onto a surface or with a wipe that is too wet can damage the equipment.
4. Always keep cleaning supplies stored appropriately and out of the reach of children.

Cleaning Promethean Panels

- Panel must be turned off and unplugged from the electrical source.
- *Do not spray the panel directly.*
- At the end of the day, the teacher will:
 - Spray provided alcohol-based cleaner on a microfiber cloth.
 - Wipe board in single direction so it will not leave streaks and make it hard to see the screen.
 - Avoid the narrow sides of the bezel (edge – where the glass meets the black frame) with the cloth.
 - Use a dry microfiber cloth to dry the board after cleaning.
- Students will not be allowed to use the panel during Summer School.
- Cleaner needs to be stored appropriately and away from the reach of children.

Cleaning Classroom Devices

- Each student should use the same device every day
- At the end of the day, students should:
 - Power off their Chromebook (by clicking on the bottom right of the screen and selecting “Shut Down”).
 - Bring their device to the assigned charging station.
 - Plug in their device to allow it to charge overnight, being cautious that there are not any soft or flammable objects nearby.



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- At the end of the day, teachers will:
 - Spray a microfiber cloth with alcohol-based cleaner and wipe the outside of the device (top and bottom).
 - With another spray onto the cloth, wipe the inside screen and keyboard.
 - With another spray onto the cloth, wipe the end of the power adapter.
- Cleaner needs to be stored appropriately and away from the reach of children.

Cleaning HoverCams

- The teacher will spray a microfiber cloth with alcohol-based cleaner and wipe around the base and arm of the HoverCam including around the buttons.