

# MonTECH's Cleaning and Disinfection Procedures

## COVID-19 Review of Cleaning Procedures

### Purpose

Review standard cleaning and sanitization procedures in light of COVID-19 pandemic and recent news that the virus may live from a few hours to a few days on a variety of surfaces. Note this research is emerging and the exact length of time the virus remains may not be known.

“SARS-CoV-2 remained active on plastic and stainless steel surfaces for two to three days under the conditions in this experiment. It remained infectious for up to 24 hours on cardboard and four hours on copper. The virus was detectable in aerosols for up to three hours. These times will vary under real-world conditions, depending on factors including temperature, humidity, ventilation, and the amount of virus deposited.” [NIH March 24, 2020 Study suggests new coronavirus may remain on surfaces for days](#)

### Sources Used to Revise Cleaning Procedures

1. Manufacturer's recommendations: Goal is to ensure compatibility of cleaning and disinfection chemicals with materials on equipment. Preventing damage to our equipment is important not only to protect our financial investment in equipment, but also to ensure safe use of equipment (e.g. straps/harnesses on adaptive equipment). Not all equipment will have cleaning recommendations or may have cleaning recommendations that do not kill infectious agents. In that event, we will use the gentlest cleaning procedures that meet cleaning and disinfection guidelines.
2. AT3 Webinar: [A Framework for Cleaning & Sanitization: Back to Basics & Quick Tips](#) 11/6/19
3. [Guideline for Disinfection and Sterilization in Healthcare Facilities](#) (CDC, 2008; updated 2018): **\*This is the guidelines AT3 webinar recommends we follow at all times (i.e. pandemic or no pandemic)**
  - a. Perform low-level disinfection for noncritical patient-care surfaces (e.g., bedrails, over-the-bed table) and equipment (e.g., blood pressure cuff) that touch intact skin
  - b. Process noncritical patient-care devices using a disinfectant and the concentration of germicide listed in Table 1 (Ethyl or isopropyl alcohol (70-90%) for low-level disinfection of hard, smooth surfaces).
  - c. Disinfect noncritical medical devices (e.g., blood pressure cuff) with an EPA-registered hospital disinfectant using the label's safety precautions and use directions.
  - d. 3/31/20: Marlana, Dave, and Claire feel that using a hospital grade disinfectant whenever it will not damage the equipment is the safest alternative. For delicate technology that is not compatible with a disinfectant wipe, use a 70% isopropyl alcohol wipe.
4. CDC Guidelines [Environmental Cleaning and Disinfection Recommendations](#) from Interim Recommendations for US Community Facilities with Suspected/Confirmed Coronavirus Disease 2019
  - a. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
  - b. For hard, non-porous surface disinfection:
    - i. diluted household bleach solutions and most common EPA-registered household disinfectants should be effective.
    - ii. [Products with EPA-approved emerging viral pathogens claims](#) are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
  - c. For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
    - i. If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.

- ii. Otherwise, use products with the EPA-approved emerging viral pathogens claims (examples at [this linkpdf](#)) that are suitable for porous surfaces
  - d. For Electronics
    - i. Follow the manufacturer's instructions for all cleaning and disinfection products.
    - ii. Consider use of wipeable covers for electronics.
    - iii. If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screen
  - e. [EPA List N: Disinfectants to Use Against SARS COV 2](#) List N includes products that meet EPA's criteria for use against SARS-CoV-2, the novel coronavirus that causes the disease COVID-19
- 5. [OSHA Standards for bloodborne pathogens \(BBP, 29CFR 1910.1030\)](#): Treat all used equipment like it carries infectious agents.
  - a. Standard precautions (SP): hand hygiene and PPE for all contaminated equipment.
  - b. SP Applies to all patients even if not suspected or known to be infections.
- 6. Shipping and Receiving:
  - a. [World Health Organization \(WHO\)](#) states that the likelihood of infected person contaminating packages is low and states it is safe to receive a package from an area where COVID has been reported.
  - b. [United States Postal Service Media Statement 4/2/20](#): "Importantly, the CDC (<https://www.cdc.gov/coronavirus/2019-ncov/faq.html>), the World Health Organization (<https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>), as well as the Surgeon General have indicated that there is currently no evidence that COVID-19 is being spread through the mail."
  - c. [CDC's Guidelines for Mail and Parcel Drivers](#)

## General Cleaning and Disinfection Instructions

### When & Where to Clean

All equipment will be cleaned and disinfected after each use before returning to storage shelves.

### Equipment Loaned to Consumers

1. All returned loan items must be cleaned and disinfected in the designated cleaning station before re-shelving.
  - a. If the Billings office receives equipment that is to be shipped to the Missoula office, it will be cleaned at the Billings office and package will contain a note stating that cleaning and disinfection is complete.
2. Surfaces in the cleaning station (tables, carts, tubs, etc.) and tools (vacuum head, tweezers, pick, etc.) must be cleaned and disinfected after each “batch” of equipment is cleaned (e.g. all items returned from the same user).
3. All outgoing loan items must be inspected prior to distributing to consumers.
  - a. If the item is visibly dirty it must be cleaned and disinfected prior to distribution.
  - b. If the item is visibly clean it must be disinfected prior to distribution.

### Equipment Used for Demonstrations or Office Use

1. All equipment used for demo/testing/used in office must be inspected prior to consumer contact.
  - a. If the item is visibly dirty it must be cleaned and disinfected prior to consumer contact.
  - b. If the item is visibly clean it must be disinfected prior to consumer contact.
2. All equipment used for demo/testing/used in office must be cleaned and disinfected after each use before re-shelving. Demo equipment may be cleaned and disinfected in place or transported to the designated cleaning station.
3. Surfaces used in the demo (tables, desks, shelves) should be cleaned and disinfected after each appointment.
4. A hand washing station and hand sanitizer will be available to staff and consumers during demonstrations.

### Equipment Used for Trainings and Public Awareness Events

1. When we can safely gather in crowds without social distancing restrictions, equipment can be trialed by multiple people during an event. Until that time, equipment will only be handled by staff in “show and tell” format.
2. All equipment used at these events will be cleaned and sanitized at the end of the event. This can be completed in place or brought back to the cleaning station in the office before being re-shelved.
3. Hand sanitizer will be available to staff and consumers during events.

## Cleaning Station

### Missoula

Dirty items will be placed on “equipment return” cart in entry for transport to the storage room (former conference room) or to designated cleaning room (former restroom). Large items will be placed in the conference room immediately upon return from consumer.

If water is needed for cleaning, fill a plastic tote/tub with warm soapy water and fill a second plastic tote/tub with clean “rinse” water in cleaning area. Do not clean or disinfect items at the kitchen/break room sink.

All surfaces used to hold “dirty” items will be cleaned and disinfected after each use including plastic totes, carts, desk surface, etc. After cleaning and disinfection, items should only be placed in a “clean” plastic tote or cart to re-shelve and should not be placed back in a tote used to transport dirty items until the tote has been cleaned and disinfected.

If items are returned that cannot be properly cleaned and disinfected at this time due to lack COVID-19 guidance for certain materials or lack of disinfection supplies, items will be tagged “Need Cleaning and Disinfection” and stored in the conference room.

## Billings

Dirty items will be placed on rolling carts located near office bookshelf. Items that do not fit on the cart (e.g. scooter, TRAM, etc.) will be left in the center of office. Clean and disinfect all items on the section of desk marked with tape. If items require water (e.g. food prep equipment), fill cleaned and disinfected bucket or basin in bathroom or sink and use rolling cart to transport to office cleaning area.

All surfaces used to hold “dirty” items will be cleaned and disinfected after each use including carts, desk surface, buckets, basins, etc. After cleaning and disinfection, items should only be placed on a “clean” cart to re-shelve and should not be placed back on a cart used to transport dirty items until the cart has been cleaned and disinfected.

If items are returned that cannot be properly cleaned and disinfected at this time due to lack COVID-19 guidance for certain materials or lack of disinfection supplies, items will be tagged “Need Cleaning and Disinfection” and stored in basement storage area.

## General Cleaning & Disinfection Instructions

1. Wash your hands with soap and water.
2. Put on disposable nitrile gloves and personal face mask. Gloves protect your health by preventing contact with germs that may be on equipment and from the chemicals in the cleaning and disinfection products.
3. Prior to cleaning and disinfection, items with hinges should be opened (e.g. open stand on portable video magnifier) and equipment should be disassembled as much as possible where designed to be disassembled (remove cases, covers, etc.).
4. Clean prior to disinfecting following item-specific directions. Cleaning removes dirt and grime which can contain infectious bacteria, virus, yeast, etc. If devices are not cleaned first, the disinfection process will not be effective.
5. Disinfect items following item-specific directions. Disinfecting the equipment kills infectious bacteria, virus, yeast, etc. Disinfectant wipes contain a chemical that requires contact time with infectious agents to work. Follow the longer time listed either: on chemical instructions label or [List N](#) (this will be listed in MonTECH’s cleaning procedures). If the item dries prior to the required contact time, use new, fresh wipes to keep the surface wet for the required contact time. Some products allow use of the same type of wipe for both cleaning and disinfection. A new, fresh wipe must always be used for disinfection. Contact time is not important during cleaning, but is for disinfection. Cleaning and disinfection includes all accessories, cases and packaging handled by consumer.
6. Put cleaned item on “clean” cart to await re-shelving (see last step).
7. Remove gloves following doffing procedures that prevent contamination of your hands and throw in trash. Gloves may be re-used while cleaning the same “batch” of items, such as multiple loan items returned from the same user, or multiple items used in a demonstration or training, etc. New gloves should be used before cleaning the next “batch” of equipment or after handling any item that is heavily soiled. Changing gloves prevents cross contamination between items.
8. Wash your hands with soap and water after cleaning and disinfection. This further protects you from contacting infectious agents.
9. Using the “clean” cart, transport all items back to storage and re-shelve.

## Training

All staff will be trained annually on the cleaning and disinfection procedures. New staff will be trained during orientation. If the procedures are updated as new information becomes available, all staff will be trained on updates.

## Storage

### Material Safety Data Sheets (MSDS)

An MSDS for every cleaning and disinfecting chemical used will be posted near chemical storage. MSDS contain safety information, including necessary personal protective equipment (PPE) and first aid procedures, if necessary.

### Location

All cleaning and disinfecting supplies will be stored in a locked cabinet in the designated cleaning area.

### Bottles and Labels

All chemicals will be kept in original bottles with manufacturer labels. Any additional bottles (e.g. water spray bottle) will be labeled with permanent marker.

## Electronics - Tablets, Computers, and Smart Devices: Cleaning & Disinfection Procedures

### Examples of Equipment

iPad & Android Tablets	Smart Watches (Apple Watch, Octopus, Time Timer)	Notetaking/Smart Pens**
Laptop Computers including Microsoft Surface	Smart Home: Google Home, Amazon Echo (older hard plastic versions), plugs, hubs, etc.	C-Pen Reader Webcams UbiDuo

### Supplies Needed

- Disposable, scratch-free, soft, lint-free wipes such as KimTech Delicate Task Wipers
- Touch screen disinfectant: PDI Easy Screen Cleaning Wipes (70% isopropyl Alcohol)
  - Appropriate alternative:
    - 70% isopropyl alcohol prep wipes after gently squeezing excess liquid out into trash. Isopropyl alcohol wipes that are marketed for medical use (not for screen cleaners) may have the correct strength of disinfectant, but may have excessive liquid that can damage electronic equipment.
    - Liquid 70% isopropyl alcohol applied to KimTech Delicate Task Wiper
    - Clorox bleach-free disinfecting wipes (ONLY for iPads and Apple watches)
- Soft Surface disinfectant: Purell Healthcare Surface Disinfectant (Appropriate alternative: Lysol Disinfectant Spray or Generic (Disinfectant Spray “G” with EPA No. 11525-30))
- Basin, dish soap and shop towels or sponges
- Electronics/Keyboard vacuum
- Blu-Tack adhesive putty, electronics cleaning gel or similar product
- PPE: gloves, cloth mask

### Warnings

- Use only a soft, lint-free cloth. Avoid abrasive cloths, towels, paper towels, or similar items
- Avoid excessive wiping, which might cause damage.
- Don't get moisture into any openings. Wipes should be slightly damp, not wet or dripping.
- Don't use aerosol sprays, bleaches, or abrasives.
- Don't spray any cleaners directly onto the item. Always apply cleaner to cloth.
- Do not use bleach, ammonia or abrasive disinfectants. Check product compatibility if considering any new disinfectants.

### Cleaning & Disinfection Instructions

1. Wash your hands with soap and water.
2. Put on gloves and mask.
3. Unplug all external power sources.
4. Open up any hinged parts (e.g. stand on video magnifiers) and disassemble anything designed to be taken apart (e.g. iPad cases)
5. Clean prior to disinfecting:
  - a. If visible dirt and chunks are present in the laptop keyboard or other crevices, use keyboard vacuum to remove particles.
  - b. If speakers contain visible grime, use a small amount of Blu-Tack adhesive putty or electronics cleaning gel to pull out grime. Throw used putty/gel in trash.
  - c. Slightly dampen a KimTech Delicate Task Wipers with 70% isopropyl alcohol or PDI Easy Screen Cleaning wipe or alternative) and gently wipe to remove any visible dirt and grime.

- d. If there are tight areas that cannot be reached with wipe, use tip of a cotton swab to scrub these areas.
  - e. Cases, covers with soft backing and item packaging: If visibly dirty, clean using shop towel with dish soap and water followed by wipe with just water to remove soap. Allow to completely air dry before disinfection.
6. Disinfect:
- a. Electronics and Accessories: Use a PDI Easy Screen Cleaning Wipe to gently wipe the entire device including the screen and all cords. This also includes the Alcantara (leather-like fabric) on the Microsoft Surface keyboard. Ensure the wipe remains damp while wiping the entire device; more than 1 wipe may be needed if it dries out.
  - b. Soft Cases, covers with soft backing and item packaging: After the item has dried completely, spray with Purell Healthcare Surface Disinfectant. Per List N, the surface must remain damp for 1 min. Acceptable alternative is Lysol Disinfectant Spray or Generic and per List N, the surface must remain damp for 10 min. If it dries before that time, spray again to achieve the required contact time.
7. Place cleaned and disinfected items on “clean” cart to await re-shelving.
  8. Sanitize electronics/keyboard vacuum if used: Spray electronics vacuum brush with Purell Healthcare Surface Disinfectant; Surface must stay wet for 1 min per online directions and List N.
  9. After cleaning a “batch” of equipment (e.g. loans from 1 user, items from 1 demo) or after handling any heavily soiled items, remove gloves and throw in trash.
  10. Wash your hands with soap and water again. If continuing to clean, put on new gloves.
  11. Use clean cart to transport items to storage and re-shelve.

## References

[How to Clean your Apple Products](#)

[How to Clean your Microsoft Surface](#)

[How to Clean your Lenovo](#)

Freedom Scientific: How to Clean your [Topaz](#) and [Ruby](#)

Enhanced Vision: How to Clean your [Pebble](#) and [Amigo](#)

- Enhanced vision does not recommend cleaning with anything except water. However, this will not disinfect the device, so the gentlest cleaning and disinfection procedures are used.

Smart Speakers: Both Google Home and Alexa recommend cleaning with dry cloth. However, this will not clean, nor disinfect the device, so the gentlest cleaning and disinfection procedures are used.

**\*\*(Livescribe controls must be laminated to be disinfected; send only sheets of paper, not entire notebook)**

# Computer Keyboards, Mice and Stands: Cleaning & Disinfection Procedures

## Examples of Equipment

Keyboards

Stands

Mice

Low-tech pointing devices (head pointers, mouth sticks)

## Supplies Needed

- Blu-Tack adhesive putty, electronics cleaning gel or similar product
- Hospital-Grade cleaner & disinfectant: PDI Sani-Cloth AF3 Germicidal Disposable Wipe
- Cotton swabs
- Electronics/Keyboard vacuum
- Soft Surface disinfectant: Purell Healthcare Surface Disinfectant (Appropriate alternative: Lysol Disinfectant Spray or Generic (Disinfectant Spray “G” with EPA No. 11525-30))
- Basin, dish soap and shop towels or sponges
- PPE: gloves, cloth mask

## Cleaning & Disinfection Instructions

1. Wash your hands with soap and water.
2. Put on gloves and mask.
3. Unplug all external power sources. Remove batteries.
4. Open up any hinged parts (e.g. stands) and disassemble anything designed to be taken apart (e.g. Ball on Kensington Trackball).
5. Clean prior to disinfecting:
  - a. Use a keyboard/electronics vacuum to remove any loose particles present in keyboards or other crevices (e.g. mouse scroll wheel, etc.).
  - b. Use a PDI Sani-Cloth AF3 Germicidal disposable wipe to remove any chunks, and any visible dirt and grime on the entire device.
  - c. If there are tight areas that cannot be reached with wipe, wrap a PDI Sani-Cloth AF3 Germicidal wipe over the tip of a cotton swab to scrub these areas.
  - d. Throw wipes or cotton swabs used for cleaning into the trash.
  - e. For mice that have parts that go in user’s mouth (e.g. Glassouse, QuadJoy, etc.), the disposable mouth piece should be removed and thrown away. A new one will be sent for the next loan.
  - f. Cases and item packaging: If visibly dirty, clean using shop towel with dish soap and water followed by wipe with just water to remove soap. Allow to completely air dry before disinfection.
6. Disinfect device:
  - a. Using a new, fresh PDI Sani-Cloth AF3 Germicidal Disposable Wipe, wipe the entire device including any accessories and cords. Per the wipe directions, the surface must remain wet for 3 min. If it dries before that time, use another wipe to achieve the required contact time.
  - b. Soft Cases and item packaging: After the item has dried completely, spray with Purell Healthcare Surface Disinfectant. Per List N, the surface must remain damp for 1 min. Acceptable alternative is Lysol Disinfectant Spray or Generic and per List N, the surface must remain damp for 10 min. If it dries before that time, spray again to achieve the required contact time.
7. Mouth sticks and any other device that does not have a disposable mouth piece, must be rinsed with water after disinfection to remove any residue.
8. Put cleaned and disinfected item on “clean” cart to await re-shelving (see last step).



9. Disinfect keyboard vacuum if used: Spray vacuum head with Purell Healthcare Surface Disinfectant; Surface must stay wet for 1 min per online directions and List N.
10. After cleaning a “batch” of equipment (e.g. loans from 1 user, items from 1 demo) or after handling any heavily soiled items, remove gloves and throw in trash.
11. Wash your hands with soap and water again. If continuing to clean, put on new gloves.
12. Using the “clean” cart, transport all items back to storage and re-shelve.

## Communication Devices: Cleaning & Disinfection Procedures

### Examples of Equipment

Tobii I-12, I-12+, Indi

Big Mac, Talking Brix, Sequencer

Ablenet QuickTalker Freestyle

PRC Accent, PRiO

Voice amplifiers (Chattervox,  
Spokeman Luminad, etc.)

QuickTalker and GoTalk\*

### Supplies Needed

- Blu-Tack adhesive putty or electronics cleaning gel or similar product
- Hospital-Grade cleaner & disinfectant: PDI Sani-Cloth AF3 Germicidal Disposable Wipe
- Screen cleaner: PDI Easy Screen Cleaning Wipes (70% isopropyl Alcohol)
- Soft Surface disinfectant: Purell Healthcare Surface Disinfectant (Appropriate alternative: Lysol Disinfectant Spray or Generic (Disinfectant Spray “G” with EPA No. 11525-30))
- Basin, dish soap and shop towels or sponges
- Cotton swabs
- PPE: gloves, cloth mask

### Cleaning & Disinfection Instructions

1. Wash your hands with soap and water.
2. Put on gloves and mask.
3. Unplug all external power sources. Remove batteries for devices with removable batteries.
4. Open up any hinged parts (e.g. stand on AAC) and disassemble anything designed to be taken apart (e.g. iPad cases).
5. Clean prior to disinfecting:
  - a. Use a PDI Sani-Cloth AF3 Germicidal Disposable Wipe to remove any chunks, and any visible dirt and grime on the entire device (including the screen) and all accessories (e.g. cases, keyguards, cords, laminated paper inserts from GoTalks/QuickTalkers).
  - b. If speakers are visibly dirty, use a small amount of Blu-Tack adhesive putty or electronics cleaning gel to pull out grime. Throw used putty in trash.
  - c. If there are tight areas that cannot be reached with wipe, wrap a wipe over the tip of a cotton swab to scrub these areas.
  - d. For microphones that have a soft windscreen cover (e.g. Chattervox), remove and throw away. After cleaning and disinfection, replace with new, fresh windscreen cover.
  - e. Cases and item packaging: If visibly dirty, clean using shop towel with dish soap and water followed by wipe with just water to remove soap. Allow to completely air dry before disinfection.
  - f. Throw wipes and cotton swabs used for cleaning into the trash.
6. Disinfect:
  - a. Using a new, fresh PDI Sani-Cloth AF3 Germicidal Disposable Wipe, wipe the entire device including the screen, covers, accessories, and all cords. Per the wipe directions and List N, the surface must remain wet for 3 min. If it dries before that time, use another wipe to achieve the required contact time.
  - b. Soft Cases and item packaging: After the item has dried completely, spray with Purell Healthcare Surface Disinfectant. Per List N, the surface must remain damp for 1 min. Acceptable alternative is Lysol Disinfectant Spray or Generic and per List N, the surface must remain damp for 10 min. If it dries before that time, spray again to achieve the required contact time.
7. Wipe down screens to prevent discoloring:
  - a. For electronic AAC that have a screen, wipe down the viewing area with PDI Easy Screen Cleaning Wipes or other screen cleaning wipe after the disinfectant wipe has dried to prevent discoloration.
8. Put cleaned and disinfected item on “clean” cart to await re-shelving (see last step).

9. After cleaning a “batch” of equipment (e.g. loans from 1 user, items from 1 demo) or after handling any heavily soiled items, remove gloves and throw in trash.
10. Wash your hands with soap and water again. If continuing to clean, put on new gloves.
11. Using the “clean” cart, transport all items back to storage and re-shelve.

## References

[How to Clean your Tobii Device](#)

[How to Clean PRC/Salttillo Device](#)

[How to Clean your AbleNet Device](#)

**\*(Paper inserts must be laminated to be disinfected)**

## Lens and Digital Magnifiers: Cleaning & Disinfecting Procedures

### Examples of Equipment

Eschenbach Menas Lux  
(7769A/B/C)

LED Pocket Magnifier  
(7876A/7776A/7778A)

LED Stand Magnifier  
(7788A/7789A)

Mobilux LED  
(7741A/7736A/7807A)

Visolux Plus (7909A/B)

Desktop Magnifier (7592C/7540A)

### Supplies Needed

- PPE: gloves, mask
- Disposable, scratch-free, soft, lint-free wipes such as KimTech Delicate Task Wipers
- Liquid 70% isopropyl alcohol
- Soft Surface disinfectant: Purell Healthcare Surface Disinfectant (Appropriate alternative: Lysol Disinfectant Spray or Generic (Disinfectant Spray “G” with EPA No. 11525-30))
- Basin, dish soap and shop towels or sponges

### Cleaning & Disinfecting Instructions

1. Wash hands with soap and water.
2. Put on gloves and mask.
3. Open any hinged parts, remove batteries and disassemble anything intended to be taken apart.
4. Clean prior to disinfecting.
  - a. Use a dry KimTech Delicate Task Wiper to gently clean all surfaces.
  - b. If item is heavily soiled apply liquid 70% isopropyl alcohol to Task Wiper to achieve clean surfaces.
  - c. If there are tight areas that cannot be reached with task wiper, wrap a task wiper over the tip of a cotton swab to clean these areas.
  - d. Cases and item packaging: If visibly dirty, clean using shop towel with dish soap and water followed by wipe with just water to remove soap. Allow to completely air dry before disinfection.
  - e. Throw used task wiper in the trash.
5. Disinfect
  - a. Apply liquid 70% isopropyl alcohol to KimTech Delicate Task Wiper and wipe down all magnifier surfaces.
  - b. Surfaces must remain damp while disinfecting, reapply alcohol to Task Wiper as needed but avoid pooling liquid.

- c. If there are tight areas that cannot be reached with a task wiper, wrap a task wiper over the tip of a cotton swab to scrub these areas.
  - d. Wipe down digital screens with a clean, dry task wiper to remove any residual cleaning agent.
  - e. Soft Cases and item packaging: After the item has dried completely, spray with Purell Healthcare Surface Disinfectant. Per List N, the surface must remain damp for 1 min. Acceptable alternative is Lysol Disinfectant Spray or Generic and per List N, the surface must remain damp for 10 min. If it dries before that time, spray again to achieve the required contact time.
  - f. Throw used task wipers in the trash.
6. Put cleaned and disinfected item on “clean” cart to await re-shelving (see last step).
  7. After cleaning a “batch” of equipment (e.g. loans from 1 user, items from 1 demo) or after handling any heavily soiled items, remove gloves and throw in trash.
  8. Wash your hands with soap and water again. If continuing to clean, put on new gloves.
  9. Using the “clean” cart, transport all items back to storage and re-shelve.

## Switches and Switch Accessories: Cleaning & Disinfection Procedures

### Examples of Equipment

Switches

Switch Accessible Toys and  
Accessories

**Fabric and Plush Toys Cannot be  
Loaned Out at this Time**

Switch Interfaces

Powerlink

### Supplies Needed

- Blu-Tack adhesive putty or electronics cleaning gel or similar product
- Hospital-Grade cleaner & disinfectant: PDI Sani-Cloth AF3 Germicidal Disposable Wipe
- Cotton swabs
- Paper towels or shop towels
- Soft Surface disinfectant: Purell Healthcare Surface Disinfectant (Appropriate alternative: Lysol Disinfectant Spray or Generic (Disinfectant Spray “G” with EPA No. 11525-30))
- Basin, dish soap and shop towels or sponges
- PPE: gloves, cloth mask

### Cleaning & Disinfection Instructions

1. Wash your hands with soap and water.
2. Put on gloves and mask.
3. Unplug all external power sources. Remove batteries for devices with removable batteries.
4. Open up any hinged parts and disassemble anything designed to be taken apart.
5. Clean prior to disinfecting:
  - a. Hard, non-porous surfaces:
    - i. Use a PDI Sani-Cloth AF3 Germicidal Disposable Wipe to remove any chunks, and any visible dirt and grime on the entire device (including the screen).
    - ii. If there are tight areas that cannot be reached with wipe, wrap a wipe over the tip of a cotton swab to scrub these areas.
    - iii. Throw wipes used for cleaning into the trash.
  - b. Pillow Switch cover should be removed. Handwash with detergent and water or placed in a mesh laundry bag and wash in washing machine. Air dry completely prior to disinfection.
  - c. For switches that go in user’s mouth (e.g. sip ‘n puff, etc.), the disposable mouth piece and spit filter should be removed and thrown away. A new one will be sent for the next loan.
  - d. Cases and item packaging: If visibly dirty, clean using shop towel with dish soap and water followed by wipe with just water to remove soap. Allow to completely air dry before disinfection.
6. Disinfect:
  - a. Hard, non-porous surfaces:
    - i. Using a new, fresh PDI Sani-Cloth AF3 Germicidal Disposable Wipe, wipe the entire device including the screen, covers, accessories, and all cords. Per the wipe directions, the surface must remain wet for 3 min. If it dries before that time, use another wipe to achieve the required contact time.
  - b. Pillow switch cover, soft Cases and item packaging: After the item has dried completely, spray with Purell Healthcare Surface Disinfectant. Per List N, the surface must remain damp for 1 min. Acceptable alternative is Lysol Disinfectant Spray or Generic and per List N, the surface must remain damp for 10 min. If it dries before that time, spray again to achieve the required contact time.
7. All toys must be rinsed with water after disinfection to remove any residue as there is a chance that toddlers and young children can mouth these items. Rinsing can be completed by wiping with a wet (water only) paper towel or shop towel.

8. Put cleaned and disinfected item on “clean” cart to await re-shelving (see last step).
9. After cleaning a “batch” of equipment (e.g. loans from 1 user, items from 1 demo) or after handling any heavily soiled items, remove gloves and throw in trash.
10. Wash your hands with soap and water again. If continuing to clean, put on new gloves.
11. Using the “clean” cart, transport all items back to storage and re-shelve.

## References

[How to Clean your Ablenet Device](#)

[Cleaning Toys in Healthcare Blog by CloroxPro](#)

[Toy Selection, Cleaning and Sanitation Guidelines from Infection Prevention in Alternative Care Settings](#)

## Equipment for Eating and Food Preparation: Cleaning & Disinfection Procedures

### Examples of Equipment

Anything that touches food or drink	Liftware and other adapted spoons, forks & knives	Cups & mugs Measuring cups and spoons
Cutting boards	Obi Feeding Robot	

### Supplies Needed

- Dish soap
- Disposable sponges
- Dish washing basin and dish drying rack
- Food preparation surface sanitizer: Purell Foodservice Surface Sanitizer. Note that Purell **Foodservice** Surface Sanitizer should be used and NOT Purell **Healthcare** Surface Disinfectant (bottles look similar).
- Hospital-Grade cleaner & disinfectant: PDI Sani-Cloth AF3 Germicidal Disposable Wipe
- Soft Surface disinfectant: Purell Healthcare Surface Disinfectant (Appropriate alternative: Lysol Disinfectant Spray or Generic (Disinfectant Spray “G” with EPA No. 11525-30))
- PPE: gloves, cloth mask

### Cleaning & Disinfection Instructions

1. Wash your hands with soap and water.
2. Put on gloves and mask.
3. Sinks, basins, drying rack, or other receptacles used for cleaning equipment and utensils must be cleaned and sanitized before use.
  - a. Scrub sink, basin and drying rack with disposable sponge and dish soap. Rinse soap off.
  - b. Spray sink, basin and drying rack with Purell Foodservice Surface Sanitizer to disinfect; Surface must stay wet for 1 min per online directions and List N.
4. Open up any hinged parts and disassemble anything designed to be taken apart (e.g. cutting board attachments).
5. Clean prior to disinfecting:
  - a. Items that are not electric:
    - i. Pre-rinse and/or scrape food chunks off item.
    - ii. Wash item with hot water: Scrub with disposable sponge and dishwashing soap to remove any visible particles and grime.
    - iii. Discard used wash water in drain.
  - b. Electronic items such as Obi Feeding Robot and Liftware: Remove the spoon, plate and placemat and handwash as directed above for items that are not electric. **For electronic parts that DO NOT go in users mouth or touch food:** Clean the Obi body and arm and Liftware computerized handle and all cords by wiping with a PDI Sani-Cloth AF3 Germicidal wipe. **The Obi body and Liftware handle CANNOT be submerged in water.**
  - c. Cases and item packaging: If visibly dirty, clean using shop towel with dish soap and water followed by wipe with just water to remove soap. Allow to completely air dry before disinfection.
6. Disinfect:
  - a. Items that are not electronic: Spray with Purell Foodservice Surface Sanitizer spray and ensure surfaces stay wet for 1 minute, in accordance with directions on Purell label and List N contact time.

- b. Electronic items (e.g. Obi, Liftware): The spoon, plate and placemat should be disinfected as directed above for items that are not electric. **For electronic parts that DO NOT go in users mouth or touch food:** Using a new, fresh PDI Sani-Cloth AF3 Germicidal Disposable Wipe, wipe the entire device including the screen, covers, accessories, and all cords. Per the wipe directions, the surface must remain wet for 3 min. If it dries before that time, use another wipe to achieve the required contact time.
  - c. Soft Cases and item packaging: After the item has dried completely, spray with Purell Healthcare Surface Disinfectant. Per List N, the surface must remain damp for 1 min. Acceptable alternative is Lysol Disinfectant Spray or Generic and per List N, the surface must remain damp for 10 min. If it dries before that time, spray again to achieve the required contact time.
7. Put cleaned and disinfected item on “clean” cart to await re-shelving (see last step).
  8. After cleaning a “batch” of equipment (e.g. loans from 1 user, items from 1 demo) or after handling any heavily soiled items, remove gloves and throw in trash.
  9. Wash your hands with soap and water again. If continuing to clean, put on new gloves.
  10. Using the “clean” cart, transport all items back to storage and re-shelve.

## Warnings

- The proper disinfectant must be used for each part. PDI Sani-Cloth AF3 Germicidal Disposable Wipe should NOT be used on food preparation surfaces. Purell Foodservice spray should NOT be sprayed onto computerized parts.
- Computerized parts CANNOT get wet.

## References

[Montana Rule 37.111.321 FOOD EQUIPMENT AND UTENSILS: CLEANING AND SANITIZATION](#) (only regs found that apply to handwashing)

How to Clean [Obi Robot](#) and [Liftware](#)

\*6/3/20 Edit: As Purell Healthcare Surface Disinfectant Spray has not been available for purchase, we are editing our protocol to disinfect all meal prep and food handling items using a diluted bleach solution tested using strips from the Health Department to indicate correct level of dilution. The new protocol is still under construction.



# Telepresence Robots: Cleaning & Disinfection Procedures

## Examples of Equipment

Vgo Robots

Ohmni Robot

Kubi Robot

## Supplies Needed

- Disposable, scratch-free/soft, lint-free wipes such as KimTech Delicate Task Wipers
- Screen and lens disinfectant: PDI Easy Screen Cleaning Wipes (70% isopropyl Alcohol)
- 70% isopropyl alcohol prep wipes after gently squeezing excess liquid out into trash. Isopropyl alcohol wipes that are marketed for medical use (not for screen cleaners) may have the correct strength of disinfectant, but may have excessive liquid that can damage electronic equipment.
- Soft Surface disinfectant: Purell Healthcare Surface Disinfectant (Appropriate alternative: Lysol Disinfectant Spray or Generic (Disinfectant Spray “G” with EPA No. 11525-30))
- Basin, dish soap and shop towels or sponges
- PPE: gloves, cloth mask

## Cleaning & Disinfection Instructions

1. Wash your hands with soap and water.
2. Put on gloves and mask.
3. Unplug all external power sources.
4. Open up any hinged parts (e.g. camera on Vgo) and disassemble anything designed to be taken apart.
5. Clean prior to disinfecting:
  - a. Slightly dampen a KimTech Delicate Task Wiper to remove any visible dirt and grime. If visible dirt is not removed with dampened wipe, try cleaning with an alcohol prep pad. **Skip this step for the camera lens, display screen and touch control panel.** Do include wheels, charging base and any accessories.
  - b. If speakers are visibly dirty, use a small amount of Blu-Tack adhesive putty or electronics cleaning gel to pull out grime. Throw used putty in trash.
  - c. Cases and item packaging: If visibly dirty, clean using shop towel with dish soap and water followed by wipe with just water to remove soap. Allow to completely air dry before disinfection.
6. Disinfect:
  - a. Use a PDI Easy Screen Cleaning Wipe to gently wipe the display screen, camera lens, and touch control panel.
  - b. Use a 70% isopropyl alcohol prep pad to gently wipe the rest of entire device including the charging base, cords, and accessories.
  - c. Soft Cases and item packaging: After the item has dried completely, spray with Purell Healthcare Surface Disinfectant. Per List N, the surface must remain damp for 1 min. Acceptable alternative is Lysol Disinfectant Spray or Generic and per List N, the surface must remain damp for 10 min. If it dries before that time, spray again to achieve the required contact time.
7. Put cleaned and disinfected item on “clean” cart to await re-shelving (see last step).
8. After cleaning a “batch” of equipment (e.g. loans from 1 user, items from 1 demo) or after handling any heavily soiled items, remove gloves and throw in trash.
9. Wash your hands with soap and water again. If continuing to clean, put on new gloves.
10. Using the “clean” cart, transport all items back to storage and re-shelve.

## Warnings

- Don't get moisture into any openings. All wipes should be slightly damp, not wet.
- Don't spray any cleaners directly onto the item.

## References

Vgo Cleaning Guide v.1.1.1 (saved with MonTECH Cleaning Guide), Step 1 Everyday Cleaning and using disinfectant for hospital settings. If robot sensors not working properly or robot is very dirty, perform a deep clean following directions in Vgo guide, but replace the following recommendations:

- Instead of Windex, use 70% isopropyl alcohol wipes and PDI Easy Screen Cleaning Wipes
- Instead of compressed air which can make dust particles with germs (like COVID-19) airborne, use an electronics/keyboard vacuum or soft, lint-free dry wipes like KimTECH. If vacuum is used, disinfect vacuum head after use with Purell Healthcare Surface Disinfectant, Lysol Disinfectant spray or similar.

Ohmni and Kubi do not have cleaning guides, so Vgo guide will be used for all robots.

## Headsets, Microphones, and FM Systems: Cleaning & Disinfection Procedures

### Examples of Equipment

FM Systems (Contego, Pocket Talker, etc.)

Headsets, Microphones and Speakers (Light Speed, etc.)

**Items with soft foam ear pieces and windscreens (mic cover) CANNOT be loaned out at this time**

### Supplies Needed

- Disposable, scratch-free, soft, lint-free wipes such as KimTech Delicate Task Wipers
- Touch screen disinfectant: PDI Easy Screen Cleaning Wipes (70% isopropyl Alcohol)
  - Appropriate alternative:
    - 70% isopropyl alcohol prep wipes after gently squeezing excess liquid out into trash. Isopropyl alcohol wipes that are marketed for medical use (not for screen cleaners) may have the correct strength of disinfectant, but may have excessive liquid that can damage electronic equipment.
    - Liquid 70% isopropyl alcohol applied to KimTech Delicate Task Wiper
- Soft Surface disinfectant: Purell Healthcare Surface Disinfectant (Appropriate alternative: Lysol Disinfectant Spray or Generic (Disinfectant Spray "G" with EPA No. 11525-30))
- Basin, dish soap and shop towels or sponges
- Tweezers
- PPE: gloves, cloth mask

### Warnings

- Use only a soft, lint-free cloth. Avoid abrasive cloths, towels, paper towels, or similar items
- Don't get moisture into any openings. Wipes should be slightly damp, not wet or dripping.
- Don't spray any cleaners directly onto the item. Always apply cleaner to cloth.
- Do not use bleach, ammonia or abrasive disinfectants.

### Cleaning & Disinfection Instructions

1. Wash your hands with soap and water.
2. Put on gloves and mask.
3. Unplug all external power sources and remove batteries, if possible.
4. Open up any hinged parts and disassemble anything designed to be taken apart (e.g. detachable microphones, etc.)
5. Clean prior to disinfecting:
  - a. Remove and discard sanitary covers for microphone windscreen and ear phone covers.
  - b. Remove foam headphone ear cushions and foam microphone wind screens and immerse in mild soapy water. Set out and allow to complete air dry before re-installing.
  - c. If visible debris in headset speaker or microphone mesh, very gently clean with dry cotton swab or gently use tweezers to dislodge particles. Do not use liquid on these parts. Do not vacuum or use compressed air.
  - d. If visible dirt and grime, use a dry KimTech Delicate Task Wipers (or PDI Easy Screen Cleaning wipe) and gently wipe outside of device, non-removable outside earcups (e.g. Bose), headband, cords, etc.
  - e. Cases and item packaging: If visibly dirty, clean using shop towel with dish soap and water followed by wipe with just water to remove soap. Allow to completely air dry before disinfection.

## 6. Disinfect:

- a. Use a PDI Easy Screen Cleaning Wipe to gently wipe the body of the device (avoiding headset speaker or microphone mesh), including all cords.
  - b. INSERT DISINFECTION PROCEDURES FOR FOAM WINDSCREENS AND Headphone cushions when get acceptable COVID-19 porous surface disinfectant OR DETERMINE DISPOSABLE OPTION
  - c. Soft Cases and item packaging: After the item has dried completely, spray with Purell Healthcare Surface Disinfectant. Per List N, the surface must remain damp for 1 min. Acceptable alternative is Lysol Disinfectant Spray or Generic and per List N, the surface must remain damp for 10 min. If it dries before that time, spray again to achieve the required contact time.
7. Place cleaned and disinfected items on “clean” cart to await re-shelving.
  8. After cleaning a “batch” of equipment (e.g. loans from 1 user, items from 1 demo) or after handling any heavily soiled items, remove gloves and throw in trash.
  9. Wash your hands with soap and water again. If continuing to clean, put on new gloves.
  10. Use clean cart to transport items to storage and re-shelve.

## References

How to clean [Pocket Talker](#)

How to clean [Contego](#): Does not recommend cleaning with anything except dry cloth. However, this will not clean nor disinfect the device, so the gentlest cleaning and disinfection procedures are used.

Headsets: [Bose](#) (similar model), [AfterShokz](#)

- AfterShokz recommends only dry cloth, which will not clean nor disinfect. Bose recommends only mild soap and water, which will not disinfect.

How to clean [ear buds Bose](#) and [Apple AirPods](#)

## Assistive Technology Not Otherwise Covered by Specific Instructions: Cleaning & Disinfection Procedures

### Examples of Equipment

Anything made of hard, non-porous materials like hard plastic, glass, metal, etc. such as mounting systems, reachers, adaptive scissors, handwriting aids, telephones, alert systems, etc. Items can also include soft, porous surfaces such as Velcro, wrist straps, covers/cases, dense foam handle bars/grips, etc.

#### This does NOT apply to items with:

- **Leather, untreated wood, soft open cell foam that doesn't have a covering (CANNOT be loaned out at this time)**
- **Food contact surfaces, magnifiers, or anything electronic; please see item specific instructions**
- **Adaptive Equipment; please see item specific instructions**

### Supplies Needed

- Hospital-Grade cleaner & disinfectant: PDI Sani-Cloth AF3 Germicidal Disposable Wipe
- Soft surface disinfectant: Purell Healthcare Surface Disinfectant (Appropriate alternative: Lysol Disinfectant Spray or Generic (Disinfectant Spray "G" with EPA No. 11525-30))
- Water basin, dish soap and disposable sponges
- Cotton swabs, shop towels
- PPE: gloves, cloth mask

### Cleaning & Disinfection Instructions

1. Wash your hands with soap and water.
2. Put on gloves and mask.
3. Unplug all external power sources. Remove batteries for devices with removable batteries.
4. Open up any hinged parts and disassemble anything designed to be taken apart (e.g. modular hose pieces).
5. Clean prior to disinfecting:
  - a. Hard surfaces: Clean any visible dirt and grime on entire device by either a) Use dish soap and water with sponge or shop towel, or b) a PDI Sani-Cloth AF3 Germicidal Disposable Wipe.
  - b. Soft surfaces: Clean any visible dirt and grime using sponge or shop towel with dish soap and water. Rinse soap with clean water wipe. If item can be submerged in basin of water and soap, do so. Let air dry completely before disinfection step.
  - c. If there are tight areas that cannot be reached with wipe, wrap a wipe over the tip of a cotton swab to scrub these areas.
  - d. Throw wipes/sponges/shop towels used for cleaning into the trash.
6. Disinfect:
  - a. Hard Surfaces: Using a new, fresh PDI Sani-Cloth AF3 Germicidal Disposable Wipe, wipe the entire device including the screen, covers, accessories, and all cords. Per the wipe directions, the surface must remain wet for 3 min. If it dries before that time, use another wipe to achieve the required contact time.
  - b. Soft Surfaces: After the item has dried completely, spray with Purell Healthcare Surface Disinfectant. Per List N, the surface remain damp for 1 min. Acceptable alternative is Lysol Disinfectant Spray or Generic and per List N, the surface must remain damp for 10 min. If it dries before that time, spray again to achieve the required contact time.
7. Put cleaned and disinfected item on "clean" cart to await re-shelving (see last step).
8. After cleaning a "batch" of equipment (e.g. loans from 1 user, items from 1 demo) or after handling any heavily soiled items, remove gloves and throw in trash.
9. Wash your hands with soap and water again. If continuing to clean, put on new gloves.

10. Using the “clean” cart, transport all items back to storage and re-shelve.

#### References

[How to Clean your Ablenet Device](#)

## Cleaning Station Surfaces and Office: Cleaning & Disinfection Procedures

### Examples of Equipment

Counters	Bookcases	Dish washing basin
Desks	Carts	
Shelves	Buckets	

### Supplies Needed

- Hospital-Grade cleaner & disinfectant: PDI Sani-Cloth AF3 Germicidal Disposable Wipe
- Hospital-grade disinfectants should be used on Cleaning Station surfaces. For other hard office surfaces (desks, tables, light switches, door knobs, etc.), acceptable alternative disinfectants include household disinfectants on the EPA's [List N: Disinfectants for Use Against SARS-CoV-2](#), such as
  - Lysol Clean and Fresh Multi-Surface Cleaner (spray) with disposable paper towels
  - Clorox Disinfectant Wipes
- PPE: gloves, cloth mask

### Cleaning & Disinfection Instructions

1. Wash your hands with soap and water.
2. Put on gloves and mask.
3. Clean prior to disinfecting:
  - a. Use a PDI Sani-Cloth AF3 Germicidal Disposable Wipe to remove any chunks, and any visible dirt and grime on the entire device. Throw wipes used for cleaning into the trash.
4. Disinfect:
  - a. Using a new, fresh PDI Sani-Cloth AF3 Germicidal Disposable Wipe, wipe the entire surface. Per the wipe directions, the surface must remain wet for 3 min. If it dries before that time, use another wipe to achieve the required contact time.
5. After cleaning or after handling any heavily soiled items, remove gloves and throw in trash.
6. Wash your hands with soap and water again. If continuing to clean, put on new gloves.
7. Put item back on the shelf when it has been cleaned.

## Cleaning Office and High Touch Surfaces: Cleaning & Disinfection Procedures

This procedure addresses routine cleaning of high-touch surfaces in the office. If there is a client or staff with COVID-19 in the office, follow [CDC guidelines for cleaning and disinfecting the office when someone is sick](#).

### When

1. At the end of each day or when visibly dirty.

### Who

1. Personal work station: Everyone cleans their own
2. Common Areas:
  - a. Missoula: Maddy Musson or assigned
  - b. Billings: Marlena Lanini or assigned
3. This procedure assumes toilets cleaned daily by University cleaning staff.

### What

- Door handles, light switches, desk, break area counter and faucet
- High touch office equipment at your desk such as keyboards, mouse, office phone
- Electronic devices used frequently during day such as tablet, laptop, touch screen, cell phone, printer/copier

### Equipment Types and Appropriate Cleaning Procedures

1. Door handles, light switches, desk, break area counter and faucet: Follow Cleaning Station Surfaces and Office: Cleaning & Disinfection Procedures
2. Equipment at your desk (Keyboards/mouse, office phone): Follow Hard Surface Computer Accessories and Smart Devices: Cleaning & Disinfection Procedures
3. Tablet, laptop, touch screen, cell phone, printer/copier: Follow Tablets, Laptops, and Video Magnifiers: Cleaning and Disinfection Procedures

### Personal Protective Equipment Needed

- If you are cleaning **only your own** you may determine your own PPE.
- If you are cleaning common office areas or surfaces touch by multiple people gloves should be worn.



## Rifton Pacer Gait Trainers: Cleaning & Disinfection Procedures

Examples of Equipment: 8889a, 0270, 1093

### Manufacturer's instructions:

As needed, clean with disinfectant wipes or a solution of up to 10% bleach. Do not use excessive amounts of water. The straps with hook and loop closures may be laundered. Engage the closures before washing. Do not iron. Wash casters with water after outdoor use. Avoid mud and sand.

### Supplies Needed:

- PPE – gloves, mask
- basin of soap (dish soap) and water
- disposable shop towels/sponges
- PDI Sani-Cloth AF3 Germicidal Disposable Wipes

### Cleaning & Disinfection Instructions:

1. Wash your hands with soap and water.
2. Fill up basin with soap and water.
3. Put on gloves and mask.
4. Clean prior to disinfecting
  - a. Wet a shop towel in the basin of soap and water, damp enough to clean gait trainer and wheels but not dripping water.
  - b. Lightly scrub all surfaces of the gait trainer with the wet shop towel, including the wheels, replace shop towel with a new one when it is dirty.
  - c. Allow frame to air dry
  - d. Discard soapy water and place all towels/sponges in the trash.
5. Disinfect
  - a. Wipe down all surfaces of the pacer gait trainer with PDI Sani-Cloth AF3 Germicidal Disposable Wipes
    - i. the surface must remain wet for 3 minutes, reapply wipes as needed
6. After cleaning a "batch" of equipment (e.g. loans from 1 user, items from 1 demo) or after handling any heavily soiled items, remove gloves and throw in trash.
7. Wash your hands with soap and water again. If continuing to clean, put on new gloves.
8. Return item to designated storage area.

## Crocodile gait trainers: Cleaning & Disinfection Procedures

Examples of Equipment: 0634, 0143, 0728

### Manufacturer's instructions:

Cleaning by material type: Powder coated parts, Stainless steel, Plastics and PU: Wipe of any residue and dirt using a cloth wrung in a pH neutral mix of warm water and non-abrasive cleaning agent. Finish off with a dry lint free cloth to remove what remains of the mix from the surfaces. Disinfect parts when required, pay special attention to any surface that comes into contact with the user/caregiver. Cushions and covers can be cleaned according to the washing label placed upon those. If no washing label is attached, then we do not recommend washing the item Upholstery: Do not wash upholstery. Replace upholstery when required Ware-washing machine A wide selection of our products can be cleaned in a Ware-washing machine at either 60° or 85°C. Please refer to the product User Guide for detailed information. Cleaning agents: Use a mild non-abrasive cleaning agent with a PH value between 5-9. The cleaning agent must be used in a mix with water. The mix of the cleaning agent and water must be pH neutral. Do not use Acidic or Alkaline cleaning agents directly on any surface as they may damage the surface Disinfectant: Surfaces can be disinfected with a 70% IPA solution Hygienic measures: What: All products from R82 Who: Distributors, owners, caregivers and authorized service staff When: As required, scheduled maintenance, at repair or before reuse Measures: We recommend wearing protective gloves when cleaning. Do not let water ingress into cables, bearings or frame parts. Any actuator should be retracted to minimum stroke distance before cleaning How: First clean the surfaces then wipe the surfaces dry with a lint free cloth or towel. Subsequently an air dryer at low temperature can be used

Disinfection: It is recommended to wipe of any residue and dirt using a cloth wrung in a pH neutral mix of warm water and non-abrasive cleaning agent and let the surfaces dry before disinfection. Afterwards the surfaces can be disinfected with a 70% IPA solution

### Supplies Needed:

- PPE – gloves, mask
- basin of soap (dish soap) and water
- disposable shop towels/sponges (lint-free)
- Alcohol prep pads

### Cleaning & Disinfection Instructions:

1. Wash your hands with soap and water.
2. Fill up basin with soap and water.
3. Put on gloves and mask.
4. Clean prior to disinfecting
  - a. Wet a shop towel in the basin of soap and water, damp enough to clean gait trainer and wheels but not dripping water.
  - b. Lightly scrub all surfaces of the gait trainer with the wet shop towel, including the wheels, replace shop towel with a new one when it is dirty.
  - c. Allow frame to air dry
  - d. Discard soapy water
5. Disinfect
  - a. Wipe down all surfaces of the gait trainer with an alcohol prep pad
6. After cleaning a “batch” of equipment (e.g. loans from 1 user, items from 1 demo) or after handling any heavily soiled items, remove gloves and throw in trash.
7. Wash your hands with soap and water again. If continuing to clean, put on new gloves.
8. Return item to designated storage location.

## Rifton TRAM: Cleaning & Disinfection Procedures

Examples of Equipment: 0281, 0738

### Manufacturer's instructions

To minimize risk of infectious disease transmission, clean and disinfect the TRAM between uses by different patients. To avoid damaging the product:

- Do not use excessive amounts of water when cleaning the TRAM.
- Do not use high-pressure spray or steam cleaning.
- Do not clean the piston rod of the TRAM's electric actuator. The TRAM and its accessories may be cleaned with broad spectrum, multi-purpose disinfectant sprays and wipes or a solution of up to 10% bleach. Do not use solutions containing perfumes or staining ingredients. The leg straps, pelvic support and removable back belt (if installed) may be machine washed in cold water and air dried.

### Supplies Needed:

- PPE – gloves, mask
- basin of soap (dish soap) and water
- disposable shop towels/sponges
- PDI Sani-Cloth AF3 Germicidal Disposable Wipes
- laundry detergent
- laundry disinfectant
- washing machine

### Cleaning & Disinfection Instructions:

1. Wash your hands with soap and water.
2. Fill up basin with soap and water.
3. Put on gloves and mask.
4. Remove leg straps, pelvic support and removable back belt if applicable, place in mesh laundry bag, and set aside to be machine washed
5. Clean prior to disinfecting
  - a. Wet a shop towel in the basin of soap and water, damp enough to clean gait trainer and wheels but not dripping water.
  - b. Lightly scrub all surfaces of the gait trainer with the wet shop towel, including the wheels, replace shop towel with a new one when it is dirty. Do not clean the piston rod of the TRAM's electric actuator
  - c. Allow frame to air dry
  - d. Discard soapy water
6. Disinfect
  - a. Wipe down all surfaces of the pacer gait trainer with a PDI Sani-Cloth AF3 Germicidal Disposable Wipe. Per directions, surface must remain wet for 3 minutes.
7. Wash any straps, pelvic support, or removable back in a washing machine with cold water and laundry detergent.
  - a. Allow to drip dry and reattach
8. After cleaning a "batch" of equipment (e.g. loans from 1 user, items from 1 demo) or after handling any heavily soiled items, remove gloves and throw in trash.
9. Wash your hands with soap and water again. If continuing to clean, put on new gloves.
10. Return item to designated storage location

## Standers: Cleaning & Disinfection Procedures

Easy Stand: Evolv: 3968a and Bantam 8190a, 0582

### Manufacturer's instructions:

Clean the EasyStand with a mild, non-abrasive disinfectant or soap and water. • Do not use bleach or any other bleach-based cleaners on the EasyStand. •Disinfecting wipes are safe to use on metal and non-porous surfaces. •Use a damp sponge with mild soap or a mild, non-abrasive disinfectant. •Spot clean Neoprene with mild soap and water. •Neoprene covers may be removed and hand washed with water. Air dry the covers. Always use care when removing and replacing the covers. •Do not dry clean any upholstery items. The recommended cleaning and disinfection instructions should be followed whenever possible to avoid damage to the PU membrane which could lead to premature failure of the cover. • For superficial dirt, use a disposable wipe and a warm solution of neutral detergent. Do not use abrasive cleaners. •Disinfect using a 0.1% sodium hypochlorite solution (1000ppm chlorine), stronger bleach solutions not recommended. •Thoroughly rinse any remaining cleaning solution with water and dry fabric before re-use or storage. • Do not iron

Concerns: Cleaning upholstery/ straps

### Supplies Needed:

- PPE – gloves, mask
- basin of soap (dish soap) and water
- disposable shop towels/sponges
- PDI Sani-Cloth AF3 Germicidal Disposable Wipes
- laundry detergent
- laundry disinfectant
- washing machine

### Cleaning & Disinfection Instructions:

1. Wash your hands with soap and water.
2. Fill up basin with soap and water.
3. Put on gloves and mask.
4. Remove neoprene covers and set aside for hand washing
5. Remove all other soft surface items to be laundered and set aside in appropriate laundry bag
6. Clean prior to disinfecting
  - e. Wet a shop towel/sponge in the basin of soap and water, damp enough to clean but not dripping water.
  - f. Lightly scrub all surfaces of the gait trainer with the wet shop towel/sponge, including the wheels, replace shop towel/sponge with a new one when it is dirty.
  - g. Allow frame to air dry
  - h. Discard soapy water
  - i. Throw used shop towels/sponges in the trash
7. Disinfect
  - a. Wipe down all surfaces of the pacer gait trainer with a PDI Sani-Cloth AF3 Germicidal Disposable Wipe
8. Wash any straps, pelvic support, or removable back in a washing machine with cold water, laundry detergent and disinfectant.
  - a. Allow to drip dry and reattach
9. After cleaning a “batch” of equipment (e.g. loans from 1 user, items from 1 demo) or after handling any heavily soiled items, remove gloves and throw in trash.
10. Wash your hands with soap and water again. If continuing to clean, put on new gloves.
11. Return item to designated storage location.

# Manual Wheelchairs, Walkers, Rollators, Knee Scooters, Canes and Crutches: Cleaning & Disinfecting Procedures

## Supplies Needed

- PPE: gloves, mask
- Hospital Grade Disinfectant for Porous Surfaces: Purell Healthcare Surface Disinfectant. Acceptable alternative: Lysol Disinfectant Spray or Generic
- tweezers or pick
- plastic tote/tub or bucket
- Dish soap
- disposable shop towels/sponges
- Vacuum

All tools (tweezers, pick, vacuum brush head) should be cleaned and disinfected prior to beginning cleaning and after each “batch” of equipment (e.g. loans from 1 user, items from 1 demo).

## Cleaning & Disinfecting Instructions

1. Wash your hands with soap and water.
2. Put on gloves and mask.
3. Remove all pieces that detach, fully open/spread all hinged pieces.
4. Remove any porous/soft surface items that detach and place in designated laundering bag.
5. Clean prior to disinfecting:
  - a. String, hair, dirt and debris must be removed from wheels and crutch/cane tips - use tweezers or pick as needed.
  - b. Vacuum crevices, soft surfaces, Velcro or loose dirt.
  - c. Dip the disposable towel/sponge in soapy water then wring out excess water prior to cleaning all surfaces.
  - d. Throw used towels/sponges in the trash.
  - e. Allow equipment to air dry for a minimum of 10 minutes.
6. Disinfect all surfaces (hard and soft surfaces) by spraying with Purell Healthcare Surface Disinfectant. Surface must remain wet for 1 minute per directions. If using Lysol Disinfecting Spray (or generic), the contact time require is 10 minutes per List N.
7. Launder straps and other removable soft surface items as appropriate.
  - a. Use plastic tote/tub to hand wash items that are not machine washable.
  - b. Allow items to drip dry prior to reattaching.
8. After cleaning a “batch” of equipment (e.g. loans from 1 user, items from 1 demo) or after handling any heavily soiled items, remove gloves (and any other soiled PPE) and throw in trash.
9. Wash your hands with soap and water again. If continuing to clean, put on new gloves.
10. Return item to assigned storage area.

# Adaptive Strollers: Cleaning & Disinfecting Procedures

## Supplies Needed

- PPE - gloves, mask
- Sani-Cloth disinfecting wipes
- vacuum
- screwdrivers/wrenches
- tweezers, pick
- disposable sponges/shop towels
- bucket of warm soapy water
- user's guide/manual

## Cleaning & Disinfecting Instructions

1. Wash your hands with soap and water.
2. Put on gloves and mask.
3. Clean prior to disinfecting
  - a. Vacuum straps, Velcro, fabric cover and any other soft surfaces, place in mesh laundry bag, and set aside for laundering.
  - b. Follow manufactures instructions to remove fabric cover and any other soft surfaces to be laundered.
    - i. Place items to be laundered in appropriate laundry bag.
  - c. Clean any debris and dirt from wheels using tweezer or pick as needed.
    - i. Remove wheels if necessary for cleaning.
  - d. Wipe down frame, wheels and all solid surfaces with disposable sponges/shop towels and warm, soapy water to remove all dirt and debris.
    - i. Allow to air dry for 10 minutes prior to disinfecting.
4. Disinfect by wiping down all surfaces with Sani-Cloth disposable wipes.
  - a. Surfaces must remain wet for 3 minutes, reapply wipes as needed.
5. Launder fabric cover and any other soft surface items following manufacturer's instructions.
  - a. Mild, hypoallergenic detergent
  - b. Warm water, delicate cycle
  - c. Drip dry – all soft surface items must be completely dry prior to reassembly.
6. Wash hands and put on clean PPE prior to reassembly.
7. Attach clean soft surface items to clean/disinfected frame.
8. Notify appropriate staff of any repairs or maintenance needed (i.e.: wheel lubrication).
9. After cleaning a "batch" of equipment (e.g. loans from 1 user, items from 1 demo) or after handling any heavily soiled items, remove gloves (and any other soiled PPE) and throw in trash.
10. Wash your hands with soap and water again. If continuing to clean, put on new gloves.
11. Return item to assigned storage area.