



Solutions for a Cleaner Environment

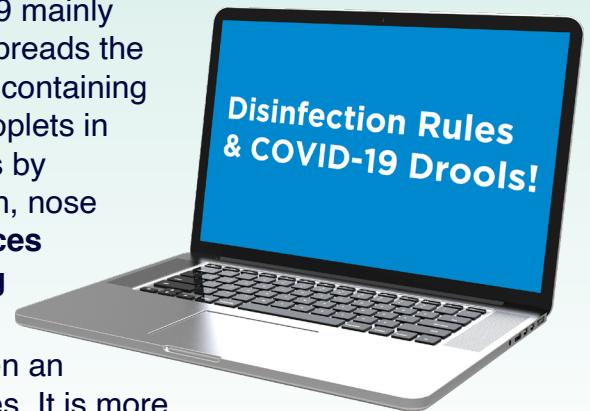


COVID-19 | 04/30/20

Clean & Disinfect Your Laptop

In 5 Easy Steps - Help Prevent COVID-19 Spread

According to the [Center for Disease Control \(CDC\)](#), COVID-19 mainly spreads from person to person meaning an infected person spreads the disease by coughing, sneezing or otherwise sending droplets containing the virus into the air. A healthy person then breathes those droplets in and becomes infected. Another possible way to get infected is by touching a contaminated surface and then touching your mouth, nose or eyes. **This is why it is being stressed to disinfect surfaces regularly, wash your hands frequently and avoid touching your face.**



Cleaning and disinfecting high touch surfaces has always been an important measure to take in order to avoid spreading illnesses. It is more important now than ever during the COVID-19 pandemic. But some surfaces, such as computers and other electronics, may need more thought put into them when it comes to disinfecting them.

Content Source: [5 Steps to Clean and Disinfect Your Chromebook to Prevent Coronavirus Spread](#) from Chrome Unboxed.

What You'll Need:

- [Bleach-free disinfect wipes](#)
- **OR** a prepared solution of 70 percent rubbing alcohol and 30 percent distilled water
 - » Or check out [SaniGuard Dry On Contact Sanitizing Surface Spray](#) - safe on electronics
- 2 [Microfiber cleaning cloths](#) or any cleaning cloths that are linen free
- 1 Can of compressed air (optional)
 - » To remove any dust that might be hiding in your laptop

Microfiber is a great cleaning tool that picks up more dirt and germs than traditional cotton blended or other synthetic yarn cloths. [Click here](#) to learn more.

Things to Note:

Harsh cleaning supplies like bleach should never be used on electronics since they can damage the screen and other parts of the laptop. Also, avoid any abrasive cleaning brushes or cleaning pads that might scratch the surfaces of your laptop.

Last precaution – **never spray any cleaning solution directly onto a laptop or any electronic unless it specifically states it's safe to do so.** You should always apply the cleaning solution onto a microfiber cloth and then apply it to the device to avoid any liquid getting into the device and causing damage. With those warnings out the way, let's get started cleaning and disinfecting your laptop.

STEP 1:

Completely power down your laptop. If applicable, remove the battery from the bottom of the laptop. Most laptops do not have easily-removable batteries, but this is a good precaution if possible.

STEP 2:

Disconnect any cables or peripherals that are plugged into your laptop. This will allow you to access and clean every part of the device.

STEP 3:

Use the compressed air to remove larger pieces of dirt or dust that might be in your keyboard and ports. When using compressed air, only give it a few short bursts and never turn the can upside-down. If you have an extra cleaning cloth, you can also dampen it with plain water and wipe down the device during this step.



STEP 4:

Use the disinfectant wipe or apply a small amount of disinfectant solution to the cloth and completely wipe down the entire laptop, including the screen and around each key of the keyboard. Use a small amount of pressure to remove any fingerprints or smudges on the screen, but not too much since this could damage the display. If you aren't comfortable using the cleaning solution on the screen, you can buy disinfectant wipes specifically designed for LCD and laptop screens.

STEP 5:

Let everything air dry. After everything is dry, you can use a dry microfiber to buff the screen to remove any haze that might be lingering on the display from the disinfecting process.

COVID-19 & Beyond

Although this is geared towards the prevention of COVID-19, the cleaning techniques described above can be used to generally clean and disinfect devices, like shared laptops at the end of a school year or during flu season. The same process can also be used for any external peripherals like a Bluetooth keyboard and mouse or even your phone.

For a full list of ALCO's COVID-19 resources [click here](#).

ALCO is here to help you. Please [contact us](#) with any questions.