



Consider every angle™

Safety Bulletin #3

03/20/2020

CORONAVIRUS 2019 (COVID-19) Update

Cleaning Guidance for Computers & Copiers
Utilize a CDC-recommended disinfectant that is also within manufacturer's guidelines which is a solution consisting of 70% isopropyl alcohol and 30% water (rubbing alcohol)



1. Wear disposable rubber gloves—latex or nitrile.
2. Turn off the device and unplug from power. Remove batteries from wireless keyboards. Never clean a product that is powered or plugged in.
3. Disconnect external devices.
4. Moisten a microfiber cloth or gentle disposable cloth. Cloth should be not be dripping wet.
5. Do not spray any liquids directly onto the device.
6. Gently wipe the surfaces to be cleaned. Do not allow any moisture to drip into areas like keyboards, display panels or USB ports located on the printer control panels. Moisture could cause extensive damage.
7. Start with the display or printer control panel and end with any flexible cables, such as power, keyboard and USB.
8. When cleaning displays or printer control panel, carefully wipe in one direction, moving from the top of the display to the bottom.
9. Ensure surfaces have completely air-dried before turning the device on, after cleaning. No moisture should be visible before turning the device on.
10. After disinfecting, copier/scanner glass should be cleaned again using glass cleaner sprayed onto a clean rag to remove streaking.
11. Gloves should be discarded after each cleaning.
12. Wash your hands after the gloves are removed.

Keeping Electronic Devices Sanitized (phones & tablets)



Note: Moisture can interfere with phone functionality.

How to Clean Phones/Tablets

- * Turn off device
- * Disassemble phone from case
- * Use gentle wipe with 70% isopropyl alcohol (aka rubbing alcohol) or Clorox Disinfecting Wipes (if you can find them)
- * Be sure to wipe down the phone and case
- * Let it dry thoroughly before reassembling

Do Not Use these Items on a Screen (mobile, tablet or monitor)

- * ~~Bleach~~
- * ~~Aerosol Sprays~~
- * ~~Do not saturate or dunk~~
- * ~~Abrasive cloths, towels or paper towel~~

CCC has ordered Alcohol Prep Pads and will be distributing them as soon as they arrive. Expected arrival is March 26th.

Send requests for supplies to yardrequest@cccnetwork.com. Once product has arrived, you will be notified.



IMPORTANT: The yard will be going paperless during this time. You will not receive a hard copy of a shipper from our drivers. You will receive a copy via e-mail. Please verify what was received and contact the yard if there is a discrepancy.