User Guidance for cleaning of shared workstations, equipment and devices

There are a number of shared workstations, devices, and shared equipment in use across the University. This may include items such as, shared workstations, communal computers and microphones in lecture theatres but may include many others.

All such shared devices and equipment are considered potentially high risk touch-points and therefore cleaning by users is vital.

Cleaning products (usually wipes or spray and cloth) will be provided in key locations. You must use these before and after to thoroughly clean all areas and equipment.

We recommend cleaning before (to protect yourself) and after (to leave the workstation, equipment and devices safe for those who follow you).

Don't forget you should also be routinely washing and sanitising your hands. You should remember to socially distance from others and continue to wear a face covering whilst in shared spaces.

Remember, do not come onto campus, or leave your Hall or private accommodation, if you or someone in your household is experiencing Covid-19 symptoms.

Please report any issues regarding the room or issues associated with cleaning supplies to Estates on 0115-9516666 (or 16666 internally).

How to clean

Across campus you will be provide with wipes or cleaning products that contain 70% alcohol, which is proven to be effective against Coronavirus. This may be in the form of packets of pre-treated wipes or a spray bottle and single-use cloths. These materials are considered safe to use and do not require any additional protective equipment to use.

Using a wipe or damp cloth (sprayed with the cleaning product), ensure that you wipe all surfaces you have used and touched and then dispose of the used cloth in the general waste bin. Please remember not to spray liquids directly onto electrical and computer equipment.

Don't forget to clean;

- The desk
- Any arm rests on chairs
- The keyboard and mouse
- The monitor
- Any other equipment you have touched that is being left for others to use. .

Thank you