



Communication and Information Technology (CIT) Connectional Department

Christian Methodist Episcopal Church

<https://thecmechurch.org/cit/>

Coronavirus Prevention Tips

The Communication and Information Technology (CIT) Department is providing safety and readiness tips for cleaning and disinfecting common computing, office and telephone equipment, and guarding against phishing scam attempts.

Tips for Cleaning and Disinfecting Common Computing, Office and Telephone Equipment

CIT recommends that you frequently wipe down your computer (keyboard, monitor(s) and mice), public counters, credit card readers, phones, and shared surfaces and items.

Note: The U.S. Centers for Disease Control and Prevention (CDC) recommends cleaning and disinfecting frequently touched surfaces (e.g., door knobs, tables, keyboards, light switches).

Use a [disinfectant](#) registered with the U.S. Environmental Protection Agency (EPA) or a 10% bleach/water solution to clean surfaces. Please avoid putting disinfectant gels or liquids on electronics and other equipment, including elevator buttons, unless they have been indicated as safe to use on those devices.

Here are some tips for cleaning common computing, office and telephone equipment.

- Desk: Clean your desk every day: Use disinfecting wipes to clean your desk, laptop, and phone once per day. Clear your desk and wipe the surface of dust.
- Keyboard: Tilt your keyboard over to dislodge dirt. Wipe down the keypad and mouse.
- Office phone: Wipe your phone, especially the receiver and keyboard.
- Monitor: Wipe your monitor.
- Mobile phone: Remove the cover and wipe down your mobile phone and its cover.
- Chair: Wipe your chair, particularly the arms.
- Door handle: Wipe both sides of the door handle.
- Water fountain handle: Wipe clean daily.
- Keurig / other coffee makers: Wipe clean daily.
- Microwave door handle: Wipe clean daily.

Avoid Being a Target for Phishing Scams

Be aware that hackers are using the coronavirus to leverage phishing schemes that trick people into clicking on malicious links and sharing their personal security information. **As always, be cautious when clicking on links in emails from unknown sources.**