

**TELEPEN**

# Sanitising Telepen Products



Guidelines for sanitising  
Telepen products in response  
to the Covid-19  
pandemic.

Available on the  
Google play

Available on the iPhone  
App Store

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# 1. Overview

This guide describes the recommended cleaning and disinfecting procedure for Telepen solutions relative to Coronavirus Disease 2019 (COVID-19).

## 2. COVID 19

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

The best way to prevent and slow down transmission is to be well informed about the COVID-19 virus, the disease it causes and how it spreads. Protect yourself and others from infection by washing your hands or using an alcohol-based rub frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it is important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow).

## 3. General hygiene rules

- Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the 20-second hand-washing rule).
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitise your hands immediately.
- Open the windows regularly to ensure open ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your co-workers and take extra precautionary measures (such as requesting sick leave).

## 4. Cleaning of Equipment

### 4.1 Turnstiles, Infill Barriers and RFID Security Gates

**Please ensure all equipment is powered down under the proper procedure before cleaning the product.**

Use a soft cotton cloth or sponge with 75% IPA (Isopropyl alcohol) to 25% water. Ensure that the cloth is only damp and cannot drip. Then use it to clean touch display surface and all other areas that can be touched.

To remove fingerprints, use non-abrasive detergent or soap and damp soft cloth or sponge as above.

Stainless Steel – Do not use

- Any product containing Chloride or Chlorine bleach.
- Chemicals corrosive to Stainless Steel.
- Abrasive scouring cleansers.
- Abrasive scrubbing pads.
- Steel Wool.
- Steel brushes.
- Metal Scrapers.

Recommendation - we would always recommend the IPA (Isopropyl alcohol) because it works with almost all materials.

### 4.2 Self-service Kiosks and Circulation Assistant RFID pads.

**Please ensure all equipment is powered down under the proper procedure before cleaning the product.**

Use a soft cotton cloth or sponge with 75% IPA (Isopropyl alcohol) to 25% water. Ensure that the cloth is only damp and cannot drip. Then use it to clean touch display surface and all other areas that can be touched.

### 4.3 RB2/TBOX/TACIM 1, 2 & 3 Wallbox and associated mounting plates / posts

**Please ensure all equipment is powered down under the proper procedure before cleaning the product.**

Use a soft cotton cloth or sponge with 75% IPA (Isopropyl alcohol) to 25% water. Ensure that the cloth is only damp and cannot drip. Then use it to clean touch display surface and all other areas that can be touched.

### 4.4 Book Sorter

**Please ensure all equipment is powered down under the proper procedure before cleaning the product.**

It is recommended to clean Lyngsoe Booker Sorter induction touch screen equipment with a soft heavily wrung cotton cloth or sponge, damped with a mixture of 50% IPA (isopropyl alcohol) and 50% water.

Disinfectants should be used with great care. It is recommended to test this in a defined area before any application all over the product.

## 5. Safety

The units must not be wet cleaned. Water entering the unit could represent considerable danger for the operator (e.g., electric shock) and permanent damage to the Telepen product.

Familiarise yourself with the way that the product functions so that you are aware of movement or alarms that will trigger while you are cleaning. If possible, remove power to the product.

Cleaning agents should be approved for use under the relevant national environmental regulations and, in addition, prepared and used in accordance with the manufacturers or suppliers instructions.

Always follow manufacturer's guidelines for personal protective equipment (PPE) when using cleaning products.











## 6. Recommended cleaning products

[https://www.clean-hands.co.uk/?gclid=EAlaIQobChMI\\_ZOy-9Wy6QIVAUdtCh19AARzEAAYASAAEglo2\\_D\\_BwE](https://www.clean-hands.co.uk/?gclid=EAlaIQobChMI_ZOy-9Wy6QIVAUdtCh19AARzEAAYASAAEglo2_D_BwE)

[https://www.aquathree.co.uk/product-category/all-collection/isopropyl-alcohol/?v=79cba1185463&gclid=EAlaIQobChMI\\_ZOy-9Wy6QIVAUdtCh19AARzEAAYAyAAEgJUu\\_D\\_BwE](https://www.aquathree.co.uk/product-category/all-collection/isopropyl-alcohol/?v=79cba1185463&gclid=EAlaIQobChMI_ZOy-9Wy6QIVAUdtCh19AARzEAAYAyAAEgJUu_D_BwE)

<https://mistralni.co.uk/collections/solvents/products/rubbing-alcohol-70pct-ipa>

## 7. Telepen – COSHH Risk Assessment Form

Assessors name	S.Pickles	date	May 2020						
Description of work Activity/Task	Isopropyl Alcohol 70%			Location	Cleaning TELEPEN products				
Substance information									
Name of Substance Used or produced	Isopropyl Alcohol 70%			Procedures or Activities causing exposure			Diluting for COVID 19 cleaning		
Trade Name	Clean hands			Datasheet Available			Yes		
Manufacturer or Supplier	Ixion Limited								
Forms of substance	Solid		Liquid	X	Gas				
	Dust		Fume/Vapour	X		Micro organism			
Hazards (tick as applicable)									
									
Corrosive	Irritant	Health Hazard	Acute toxicity	Environmental	Oxidising	Explosive	Flammable	Serious health hazard	Gas under pressure
	X						X		
Any other Hazards (description)				Cause Serious eye irritation, may cause drowsiness or dizziness, may cause respiratory irritation					
Workplace Exposure Limits (WEL) if applicable									
Is a Safer alternative available				No					
Exposure									
Who will be exposed to this Substance (tick those applicable)									
Employees	x	Contractors		General Public	x	Visitors	x	Others	
Service users	x	Clients		Trainees		Lone Workers			
Possible route to gain entry to the Body (Indicate whether Nil /Slight /Moderate /High)									
Inhalation	Ingestion			Absorption			Injection		

Nil/Slight/Moderate/High	Nil/Slight/Moderate/High	Nil/Slight/Moderate/High	Nil/Slight/Moderate/High			
Moderate	Nil	Slight	Nil			
Frequency Substance will be used	As required	Quantity to be used	As required			
Exposure Duration	Total - 20 Mins	Any High risk staff?	No			
		Allergy/Hypersensitivity				
Assessed Risk - Based on Hazard and Exposure	HIGH	MEDIUM	x LOW			
Control Measures						
<b>Working Environment (Indicate those applicable)</b> The following control measures to be considered; Please note that persons exposed must be trained to use control measures / PPE	Open air ventilation		x			
	Indoors - adequate ventilation		x			
	Point of work fume extraction					
	Fume cupboard					
	Other Specify					
Do the control measures reduce exposure well below the WEL? Yes / No / Not applicable	Yes					
Is workplace monitoring required, if yes what frequency? YES / NO / NOT APPLICABLE						
		N/A				
Personal Protective Equipment (PPE) (Indicate those Applicable)						
Rubber Gloves	Thermal Gloves	Other Gloves	Goggles Glasses	Visor	UV Spectacles	Overalls
x			x			
Apron	Safety Shoes	Safety Boots	Dust Mask	Respirator	Enclosed Air Supply	Breathing Apparatus
				x		
Any other PPE (Describe)						
Other Considerations						
Is Health Surveillance necessary? YES /NO - if YES give details		No				
Systems of monitoring						
Awareness, Training, Information		Yes - Tool Box Talk via data sheet (follow link in recommended products)				
Safe Storage and Disposal		Store away from incompatible materials (see Section 10 of data sheet). Store in accordance with local regulations. Eliminate all sources of ignition. Take precautionary measures against static discharges. Earth				



	<p>container and transfer equipment to eliminate sparks from static electricity. Keep away from oxidising materials, heat, and flames. Keep only in the original container. Keep container tightly closed, in a cool, well ventilated place. Keep containers upright. Protect containers from damage. Bund storage facilities to prevent soil and water pollution in the event of spillage. The storage area floor should be leak-tight, jointless and not absorbent.</p>		
Maintenance of Control Systems	Yes - In house		
Emergency Procedure			
Spillage. Leakage. Escape	Contain and Absorb any spillage with non-combustible material. Place in closed container and dispose of using Safety Clean		
Personal Contamination			
Skin	Wash Skin Thoroughly with soap. Remove contaminated clothing		
Eyes	Irrigate copiously with water for 15 mins, seek medical attention		
Inhalation	Remove to fresh air, keep warm and at rest. If breathing is irregular give artificial respiration. If unconscious seek medical advice		
Fire	Extinguish with alcohol-resistant foam, carbon dioxide, dry powder, or water fog. Use fire-extinguishing media suitable for the surrounding fire.		
First Aid	See Eyes - Ingestion - Inhalation		
Name of Assessor			
S Pickles		Review Date	
Signature	Original Signed	May 2021	

## 8. Important notice

Although every effort has been made to make this manual as accurate as possible, Telepen does NOT accept any liability for errors or omissions. The data contained in this manual supersedes any other information published on the Product. Telepen further reserve the right to amend or improve the equipment and/or manual without notice.

The products referenced in this documentation are understood to be suitable for cleaning Telepen products. However, no endorsement of the products or their manufacturers is implied. It is acknowledged that other manufacturing companies may provide products of equal or better quality.

## 9. Contact details

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