To,

1. All the Special Chief Secretary/ Additional Chief Secretary/ Financial Commissioners / Principal Secretaries/ Administrative Secretaries to the Govt. of Punjab.
2. All the Head of the Department of the Govt. of Punjab.
3. All the Commissioners of the Divisions.
4. All the Commissioners of Police.
5. All the Deputy Commissioners
6. Registrar General, Punjab and Haryana High Court
7. All Senior Superintendents of Police
8. The Secretary, Punjab Vidhan Sabha.

Subject: Advisory on cleaning and maintenance of Mobile Phones during the COVID-19 pandemic.

Corona virus Disease 2019 (COVID-19) is a systemic disease caused by a novel Corona virus (SARS-CoV-2), transmitted in most instances through respiratory droplets, direct contact with cases and also through contaminated surfaces/objects. Though the virus survives on environmental surfaces for a varied period of time, it gets easily inactivated by chemical disinfectants. Correct and timely information and knowledge about the corona virus is the key to control the pandemic.

Mobile phones along-with reception counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, mouse, tablets and bedside tables are one of the most highly touched surfaces. During the ongoing COVID-19 pandemic, maintenance of hygiene- Hand hygiene, hygiene of the workplaces, hygiene of the work equipment, refrainment from touching face/mouth have been recommended as a mainstay of infection control in all the guidelines issued by the State. The guidelines delve in detail on how to disinfect the workplaces and equipment as also on how to maintain the personal and workplace hygiene. The State has now decided to come up with an exclusive and detailed advisory on the cleaning and maintenance of Mobile Phones, a peculiar ‘high-risk’ surface, which directly comes in contact with the face or
mouth of the user repeatedly, during its usage, and can be a potential source to spread the infection even if hands are properly washed and clean.

I. General Advisory
1. Always keep your hands clean and sanitized with hand-wash/ sanitation with 70% Isopropyl Alcohol based sanitizer. Hands be washed or sanitized in the manner prescribed.
2. Hand-wash with soap and water/sanitization in the prescribed manner should be practiced after unavoidable mobile phone usage.
3. Avoid keeping the mobile phone on any surface.
4. Use of headphones/headsets (Wired/Wireless) is advised to avoid direct contact of the phone with the face/mouth.
5. Use of mobile phones on Speaker mode, if feasible, may be practiced as an alternative to point 5, i.e., where Head phones/head sets are not available.
6. Do not share your mobile phone/headphones/headsets with anyone else.
7. In office settings, use of intercom facility be preferred over the use of mobile phones. However, the intercom facility be regularly disinfected.

II. Advisory for cleaning the mobile surfaces
1. It is advised to carefully read the “User Support Guidelines” of one’s mobile as also the updated version of these guidelines on the official website of the relevant mobile company.
2. Both Apple and Samsung have revised their “User Support Guidelines” saying that 70% isopropyl alcohol or Clorox Disinfecting Wipes can be used to gently wipe the exterior surface of phones in “Switched- Off” mode.
3. In doing so, the use of bleach or entry of moisture through any of the openings must be avoided. Any harsh chemical may damage the oleo-phobic screen, leading to damage in the touch screen sensitivity of the phone.
4. The step-wise procedure to be followed while cleaning the surfaces of Mobiles Phones is as follows (can be used for cleaning other electronic devices such as laptops etc.):
   i) Before starting to clean, turn off the phone and remove the case, accessories and cables, if any.
   ii) Use a soft, lint-free, waterproof and dust-proof wipe, such as a camera lens wipe, to gently wipe the surface of the device.
iii) Lightly dampen a corner of a washcloth with a small amount of biocide (70% isopropyl alcohol or Clorox Disinfectant) and gently wipe the front and back of the phone.

iv) Avoid entry of moisture through any openings and do not use liquid directly on the phone.

v) Do not use the compressor and do not use or spray bleach or any cleaning solutions directly on phone.

vi) The bleach should not be used.

Director Health Services, Punjab

No. SDP/N/19/20/5079-5700

Dated, Chandigarh: 19/5/2020

1. A copy is forwarded to OSD to Chief Secretary, Punjab for the kind information of Worthy Chief Secretary please.
2. A copy is forwarded to PS to ACS (Home), Punjab for the kind information of Additional Chief Secretary (Home)

Endst. No. SDP/N/19/20/5707-08

Dated, Chandigarh: 19/5/2020

Copy is forwarded to:

1. Principal Secretary Health and Family Welfare, Punjab for information please.
2. Commissioner, FDA, Punjab for information please.
4. MD, PHSC for information please.
5. Commissioner AYUSH cum PD-PSACS for information please.
7. Director (ESI), Punjab for information please.
8. Executive Director, SHSRC, Punjab for information please.