

NC ~ Bulletin 20.18



April 2020

Audience: *NAVSUP/Fleet Logistics Centers*

Topic: *COVID-19 Navy Cash Equipment Cleaning Procedures*

Effective: *Immediately*

Action: *Frequent Cleaning of Navy Cash Equipment*

1. What is happening?

- To avoid potential transmission of the virus from surfaces of equipment to hands and faces of users, please ensure all equipment is cleaned frequently.

2. How will Navy Cash users be impacted?

- As COVID19 poses significant challenges to your daily operations, all users (Disbursing Office and cardholders) must also be cognizant that Navy Cash equipment involves many touch-based devices and therefore may be an infectious platform for users.
- Before touching PIN/key pads or touch screens, users should clean touched surfaces of POS & Kiosks devices using appropriate disinfectants:
 - Use a clean cloth slightly dampened with a solution of water and mild soap. For stubborn stains, use alcohol or an alcohol-based cleaner. Gently swab contact areas with alcohol or contact cleaner to clean surfaces.
 - Follow the manufacturer's instructions for all cleaning and disinfecting products.
 - If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry all surfaces thoroughly to avoid pooling of liquids.
 - Under no circumstances should you use ketone-based solvents, thinners or trichloroethylene to clean as it can ruin rubber pieces (POS buttons on the keypads)
 - The following CDC information link provides additional cleaning tips and resources:
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
- Please post signage at Navy Cash devices not in your immediate control (i.e. stand-alone kiosks, POS devices, and CADs at vending machines) instructing that all users should take all necessary precautions before, such as use disinfectant wipes, and after, using a device by using hand-sanitizer and/or hand-washing.
- Follow local ship leadership guidance to mitigate spread of the virus on surfaces throughout the ship.