



## CUSTOMER NOTIFICATION: COVID-19 (“Coronavirus”) Information

March 9, 2020

Dear Election Official:

In light of COVID-19 (“Coronavirus”) developments in the U.S. and globally, we want to remind customers of instructions for cleaning and sanitizing your voting equipment.

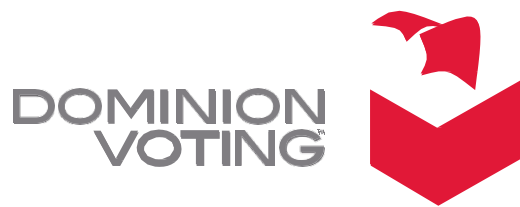
The Centers for Disease Control and Prevention (CDC) [recommends](#) the best way to protect your health while visiting any polling place is to **USE HAND SANITIZER** and **WASH HANDS** as soon as possible. Because the virus enters through the eyes, nose and mouth, frequent and thorough handwashing remains the #1 most effective protection against Coronavirus infection. Voters should use antibacterial hand sanitizer before and after their voting session and be instructed to wash their hands after voting, regardless of what method of voting is in place.

### **How to Clean & Sanitize Your Voting Equipment**

According to the CDC, transmission of Coronavirus to persons from surfaces contaminated with the virus has not been documented. However, cleaning and sanitizing surfaces can help reduce occurrence of viral outbreaks:

- Always follow recommended manufacturer guidelines for cleaning and sanitizing equipment. Using the enclosed guidelines for ICX Touchscreens (see Avalue Cleaning Guidance), ImageCast Precinct or ImageCast Evolution systems (see ImageCAST® Tabulators Surface Cleaning Guide), thoroughly clean all units in every polling place each morning before powering them on. Clean the units again in the evening after they have been powered off. Remind voters to use hand sanitizer and wash their hands in between.
- The CDC’s guidelines for polling stations includes a [list of products with EPA-approved emerging viral pathogens claims](#) (*NOTE: Some formulations may not be appropriate for your hardware and may cause problems*).
- Follow the **CAUTION** information in the enclosed instructions to prevent damage to your voting system touchscreens and tabulators. Cleaning the units while they are powered ON is not recommended. Moist wipes may alter the touch sensitivity of screens until the moisture is removed. Additionally, some screen buttons may be inadvertently activated during wipe down.
- Regular alcohol wipes can be used for cleaning activation cards and non-porous privacy sleeves.

Thank you for your attention to this important matter. If you have questions or need further information, please contact your Customer Relations Manager for guidance.



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## ImageCAST® Tabulators Surface Cleaning Guide

Dominion Voting Systems products are designed to withstand intensive use under operating and environmental conditions outlined in voting standards (VVSG). Normally, surface dirt and fingerprints do not affect the operation of the tabulators. However, from a healthcare aspect, it may be beneficial to clean and sanitize the product before and after use on Election Day. This guide provides the cleaning procedures, along with equipment and supplies required for this purpose.

*NOTE: These products are intended solely for cleaning the exterior of the tabulators. Do not apply to the interior components of the system.*

### A. Recommended Cleaner and Sanitizing Agent:

Dominion recommends using one of the following cleaners/sanitizing agents for ImageCAST Tabulators:

- Mix of isopropyl alcohol and water solution with a ratio of at least 50% alcohol, up to 100% straight isopropyl alcohol.

### B. Recommended Cloths and Wipes:

Dominion recommends using one of the following microfiber electronics cleaning cloths or wipes to clean the exterior of your tabulators:

#### Cloths:

- 3MTM Scotch-Brite® Electronics Cleaning Cloth.
- TECHSPRAY® 2368-2 LCD and Plasma Screen Cleaning Wipes

#### Disinfectant Wipes:

- KIMTECH® One-Step Disinfectant Wipes.

### C. Instructions:

1. POWER OFF the tabulator.
2. Spray a small amount of cleaning / sanitizing agent onto the cloth.
3. Wipe the tabulator in a gentle motion to remove any dirt, dust, or finger marks.
4. Use a dry cloth to wipe any excess moisture.
5. The tabulator is ready to be deployed for use or storage.

## CAUTION

Normal household cleaners, cloths and wipes are not safe to use on the LCD glass or displays. Please use only the Dominion recommended solutions. Please consult with Dominion technical support before using any other solutions.

To avoid potentially hazardous situations associated with the use of alcohol or other cleaning / sanitizing agents which may result in personal injury and property damage:

- Be sure to follow all instructions and recommendations in this document and the manual.
- Be sure to follow precautions and directions for any cleaning / sanitizing agent.
- Do NOT use any solutions that contain ammonia, acidic, alkali or other caustic chemicals.
- Do NOT use any vinegar-based solutions.
- Do NOT use coarse cloths or paper towels.
- Do NOT spray cleaning / disinfecting agent directly on the tabulator.

We value the health of our customers and voters. Thank you!



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## **Avalue Touch Panel PC Care and Cleaning Guide**

Thank you for using the Avalue Touch Panel PC. Our products are designed to withstand intensive use under all types of applications and require very little maintenance. Normally, dirt and fingerprints do not affect the operation of the Touch Panel PC. However, Avalue recommends that you periodically clean the Touch Panel PC for best visual and operational experience. Certain applications such as medical, healthcare and fitness, etc. may also require disinfecting the product after use. Therefore, we have prepared for you this Touch Panel PC Care and Cleaning Guide. Please read and be sure to follow the instructions outlined when cleaning or disinfecting the Touch Panel PC.

### **Recommended Cleaner and Disinfecting Agent:**

We recommend using one of the following cleaners or disinfecting agents to clean and/or disinfect your Touch Panel PC:

#### **Cleaners:**

- 3M CL600 Anti-Static Electronic Equipment Cleaner.
- TECHSPRAY® 1605-6FP LCD and Plasma Screen Cleaner.

#### **Disinfecting Agents:**

- Mix isopropyl alcohol and water solution at a ratio of 50:50.
- Straight isopropyl alcohol.

### **Recommended Cloths and Wipes:**

We recommend using one of the following screen safe, microfiber electronics cleaning cloths or wipes to clean your Touch Panel PC:

#### **Cloths:**

- 3MTM Scotch-Brite® Electronics Cleaning Cloth.
- TECHSPRAY® 2368-2 LCD and Plasma Screen Cleaning Wipes.

#### **Cleaning Wipes:**

- 3MTM CL610 Electronic Equipment Wipes.
- 3MTM CL630 Notebook Screen Cleaning Wipes.
- Fellowes® 99703 Screen Wipes.

#### **Disinfectant Wipes:**

- KIMTECH® One-Step Disinfectant Wipes.

### **Instructions:**

1. Turn off the Touch Panel PC and all other attached devices.
2. Spray a small amount of cleaning / disinfecting agent onto the cloth.
3. Wipe the Touch Panel PC in a gentle motion to remove any dirt, dust, or finger marks.
4. Use a dry cloth to wipe any excess moisture.
5. Turn the Touch Panel PC back on.



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## **CAUTION**

Normal household cleaners, cloths and wipes may not be safe to be used on the sensitive electronics components. Please use the Avalue recommend cleaning / disinfecting solutions. Please consult with Avalue technical support before using any other cleaning / disinfecting solutions. To avoid potentially hazardous situations associated with the use of alcohol or other cleaning / disinfecting agents which may result in personal injury and property damage:

- Follow all instructions and recommendations in the manual.
- Be sure to follow cleaning / disinfecting agent manufacturer's precautions and directions.
- Do not use any solutions that contain ammonia, acidic, alkali or other caustic chemicals on the Touch Panel PC.
- Do not use any vinegar-based solutions.
- Avoid using coarse cloths or paper towels.
- Do NOT spray cleaning / disinfecting agent directly on the Touch Panel PC.