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## CLEANING OF THE KRONOS TIME CLOCKS

### GOAL

- Learn how to safely clean Kronos time clocks and biometric scanners

### ENVIRONMENT

### ANSWER

The articles below provide detailed, model-specific information for cleaning Kronos time clocks and biometric scanners. The following general information applies to all Kronos time clock and biometric scanner models:

- The time clock surfaces, touch screen, display, and keypad areas should be cleaned periodically with a glass cleaner applied to a soft, lint-free cloth.
- Biometric scanners should be cleaned periodically with diluted dishwashing liquid applied to a soft, lint-free cloth.
- The badge swipe channel on time clocks with integrated bar code badge readers should be cleaned periodically by folding a paper towel sprayed lightly with glass cleaner over a badge and swiping the badge several times.
- Hand sanitizer gel and/or alcohol-based cleaning wipes may be applied to employee hands prior to and/or after using the time clock or biometric scanner, provided hands are dry prior to touching the time clock or scanner.
- CDC guidelines on hygiene for all employees in the workplace are available at: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>.

**\*IMPORTANT\*** Please adhere to the following guidelines to avoid damaging your time clocks and biometric scanners.

- **Do not apply sanitizing gels or wipes directly to the time clock or scanners**, as they may cause damage and potentially render the time clock and scanner unusable.
- **Do not use alcohol-based cleaning products or solvents such as benzene or acetone to clean Kronos time clocks or biometric scanners** as they may cause damage and potentially render the time clock and scanner unusable.

- **Cleaning solutions/liquids should never be sprayed/applied directly on time clock surfaces, touch screens, or biometric scanners.** They should be applied first to a soft, lint-free cloth.
- **Do not use steel wool or any other abrasives,** use a soft, lint-free cloth.
- **Do not apply sanitizing gels or wipes directly to the time clock or scanners,** as they may cause damage and potentially render the time clock and scanner unusable.