

PERRY PUBLIC LIBRARY

70 N. Main Street

Perry, New York 14530

PHONE (585) 237-2243 FAX (585) 237-2008 WEBSITE perry.owwl.org

Jessica R. Pacciotti, Director E-MAIL: jpacciotti@pls-net.org

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QUARANTINING MATERIALS PLAN

The Perry Public Library has adopted this Quarantining Materials Plan to establish procedures to safely accept returned materials during a public health threat, specifically COVID-19. Under current guidelines, library materials should be quarantined for 72 hours before they are checked in and reshelfed with the collection. Because of the variety of materials returned to the library, quarantining is recommended as the safest and most effective way to disinfect them.

All library staff will be thoroughly trained on the following procedures, especially proper wearing and disposal of PPE before, during, after the handling returned materials.

PROCEDURES

- All materials must be returned in the library's Book Drop
- Clear signage communicating the protocols for returning materials will be posted outside the library
- The Art Gallery will be designated as the Quarantine Area, doors will be kept closed unless the employee is actively working in the Quarantine Area
- The book drop bin will be used to transport and separate materials in the Quarantine Area, and the materials will be placed in a designated area in the Quarantine area marked with the date
- PPE (gloves and mask) will be worn when emptying the Book Drop and working in the Quarantine Area
- The Book Drop will be emptied once each shift, ideally at 3:30pm and 7:30pm Monday through Thursday. On Friday and Saturdays the bin only needs to be emptied once, half an hour before the library closes. Employees may elect to do extra emptying of the bin if the bin becomes overfull during their shift.
- Materials will be immediately transported from the Book Drop to the Quarantine Area
- The newly quarantined materials be labeled with the date and time and left for 72 hours
- Surfaces such as door handles, book returns, booktrucks, and bins that were touched during the transfer of materials will be disinfected with provided cleanser
- Staff will immediately dispose of gloves and thoroughly wash hands after finishing the transporting of materials
- After 72 hours have elapsed, materials will be removed from the Quarantine Area, checked in, and reshelfed or placed in bins for Delivery
- The quarantine policy will also apply to any items received through PLS delivery
- Any materials sent out in delivery will also be quarantined prior to delivery pick up for the required 72 hours.

The health and safety of the library staff and community is the top priority. Parts of this plan may be modified as more information regarding COVID-19 becomes available from the NYS Department of Health, CDC, OSHA, IMLS, and local agencies.

This plan will be followed until the public health threat posed by COVID-19 has been completely eliminated. Questions and concerns should be brought to the Director.