



## Quarantining Materials Plan

### 1. Purpose

The Geneva Public Library (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 reshelved 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.

### 2. Staff Training

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.

### 3. Procedures

- All materials must be returned in the Library's Castle St. Book drop or other designated book drops.
  - Clear signage communicating the protocols for returning materials will be posted outside the library.
- The Community Room will be designated as the quarantine area.
- Specific book trucks and carts will be used to transport and separate materials in the quarantine areas.
- PPE (gloves and mask) will be worn when emptying book drops and working in the quarantine areas.
- The Book Drop will be emptied twice daily, between 8:00-10:00 AM and 2:00 PM.
- Materials will be immediately transported from book drops to quarantine area.
- The newly quarantined materials be labeled with the date and left for in quarantine for a minimum of 72 hours.
- Surfaces such as door handles, book returns, book trucks, and bins that were touched during the transfer of materials will be disinfected.
- Staff will immediately dispose of gloves and thoroughly wash hands.
- As soon as possible after 72 hours based on staff scheduling and the Library's open hours, materials will be removed from the Quarantine Area, checked in, and reshelved.

### 4. Ongoing Use Evaluation

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, 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.

Adopted by the Board of Trustees: May 29, 2020

Amended by the Board of Trustees: 6/24/2020