

**Honeoye Public Library  
8708 Main Street  
Honeoye, NY 14471**

**QUARANTINING MATERIALS PLAN**

**PURPOSE**

The Honeoye 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 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.

**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.

**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 Meeting Room will be designated as the Quarantine Area
- Specific crates will be used to transport and separate materials in the Quarantine Area
- PPE (gloves and mask) will be worn when emptying the Book Drop and working in the Quarantine Area
- The Book Drop will be emptied before opening and on the hour until close.
- 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
- Staff will immediately dispose of gloves and thoroughly wash hands

- After 72 hours have elapsed, materials will be removed from the Quarantine Area, checked in, and reshelved or placed in bins for Delivery

## **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, 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.

ADOPTED by the Honeoye Public Library Board of Trustees 5/20/2020