COVID-19 Guidance: Library/Archival Collections

Executive Summary **October 27, 2020**

This paper is a living document to compile the latest thinking on planning for returning to work in the age of COVID-19 and, more specifically, handling library and archival collections. COVID-19 is a moving target and what is known about it is evolving quickly so this paper captures a snapshot of this moment in time and the subject will be revisited regularly as we go forward.

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Overview

Companies are setting course for a phased-in return to the workplace that will not be uniform. Returning employees and customers are going to experience a work environment that will differ in marked ways as a result. Protecting people is top of mind. In a June survey of U.S. executives by McKinsey & Co., most companies have, or will, implement interventions that protect on-site workers, as well as a range of change-management practices that reinforce the behaviors that can help keep employees safe at their workplaces. The most common physical change respondents' companies have already made is separating workstations. For each employee returning to Microsoft worksites, the company will be providing a "welcome kit" of personal supplies (based on regional availability) containing 5 reusable cloth face coverings (or daily disposable non-medical grade masks), one bottle of hand sanitizer, and one pack of disinfecting wipes or sanitizing spray (with disposable towels available for use at personal workstations).

As businesses begin to reopen, employers need to take operational steps necessary to promote effective health and safety practices dictated by law and good sense. Making the matter more difficult are the large number of federal, state, and local regulatory bodies responsible for imposing and enforcing these laws and declarations and the shifting nature of infections. Advice and considerations are prevalent while actual agreed upon guidelines continue to shift. In general, the CDC (Centers for Disease Control and Prevention) is a primary resource on dealing with COVID-19, for businesses and otherwise.

When it comes to library and archival collections, current and forthcoming guidance to help museums and libraries open safely is coordinated through Reopening Archives, Libraries, and Museums (REALM), a research partnership announced on April 22, 2020 initiated by the IMLS (Institute of Museum and Library Services) with the Battelle Institute, OCLC, and other contributors. The project is drawing upon research to produce authoritative, science-based information on how – or if – materials can be handled to mitigate exposure to staff and visitors.

Microsoft's plan is that once employees begin returning to the worksite, it will be gradual and in a "hybrid" environment, where some people work from home and some voluntarily work at the worksite. Of the 6 stages of the COVID-19 hybrid workplace, Washington State/Puget Sound is in Stage 3 as of October 27: Work from home – Strongly Encouraged. Essential employees are on-site, and buildings are accessible to employees to pick up items if needed; no services are available (e.g., cafés, catering). While the COVID-19 pandemic is still ongoing and as local restrictions begin to lift, Microsoft will not be among the first group of businesses to welcome employees back to the worksite. Until Stage 6, returning to the worksite remains optional, and the earliest date that U.S. worksites will move to this stage is currently slated for July 6, 2021. Employees that do head back to the worksite are expected to review the Hybrid Workplace Guidebook and video and self-attest they have done so.

The bottom line: Everyone is still trying to figure out how this is all going to be and how to feel about it. As IMLS director Crosby Kemper explains, "the biggest issue will be fear. People are afraid, and we have to help them feel safe and to help libraries and museums make their buildings and collections safe."

Summary: CDC & Government Guidance

The CDC has provided Interim Guidance for Businesses and Employers Responding to COVID-19 (updated May 6, 2020) that is a primary source of reference on the topic. These guidelines are cross-posted by OSHA (Occupational Safety and Health Organization) in their Guidance on Preparing Workplaces for COVID-19 as well as the Washington State Department of Health and the Oregon Health Authority, and are widely cited by the news media. State and local officials are the ones that adopt and enforce these guidelines.

The CDC advises that before resuming business operations, it is important to consider how much the disease is spreading in the community and the readiness of workplace management to protect the safety and health of employees and the public, including those 65 and older and people of all ages with underlying medical conditions. When an organization goes forward with reopening, the CDC recommends intensifying cleaning and sanitation and establishing health and safety actions "as feasible," such as handwashing, wearing a cloth face covering, and social distancing. Employers are also advised to encourage workers to stay home if they feel sick.

Summary: Library & Archival Guidance

Libraries and archives face a unique set of circumstances upon reopening. Most examples of library reopenings so far focus on a phased approach, according to the International Federation of Library Associations (IFLA). The King County Library System (KCLS) is a local example of this. After worker and workplace safety concerns, uppermost is how to deal with collections of various types and the risk of infection through contact with materials that may carry coronavirus.

It is worth noting at this point that what we know about how the virus is spread has evolved over the months since COVID-19 came to be. Updated CDC guidance from October 2020 states that infections occur mainly through exposure to respiratory droplets when a person is in close contact with someone who has the virus. Spread from touching surfaces is not thought to be a common way that COVID-19 is spread.

That said, to address client and worker comfort levels, the REALM research partnership offers guidance for libraries and museums as they plan for reopening. The partnership, which is also supported by the American Library Association (ALA) and Special Libraries Association (SLA), will address known and emergent research questions. Although it "will likely not answer all the concerns around reopening, nor will it supersede community health guidance," it is designed to be part of a larger, critical effort to help.

Roundup of Guidelines

These guidelines, **current as of October 27, 2020**, address reopening onsite work for Echo and are organized by general topic area. The primary sources today are the CDC (for general business guidance) and the REALM research partnership (for library and archive-related guidance). These guidelines have changed and will continue to change over time so these sources should be revisited often. As guests at Microsoft, Echo is looking to align to their policies and minimize our impact while on their campus.

Echo onsite

To prepare for new requirements due to COVID-19, employers are advised to have a plan in place posted at each site/facility (according to Washington Safe Start guidance) that addresses a wide range of topics, is tailored to the workforce and workspace, and includes procedures for dealing with an employee who tests positive after the business reopens. Because of the uneasiness created by these uncertain times and to protect employees' health, increased communication and a focus on morale are important for returning to work. To summarize current thinking on risks, Dr. Erin Bromage, an Associate Professor of Biology at the University of Massachusetts Dartmouth, puts it this way: "If you are sitting in a well ventilated space, with few people, the risk is low."

The CDC's interim guidance for resuming business encourages employers to develop and implement policies dealing with social distancing and personal protective equipment (PPE); temperature checks; COVID-19 testing, isolation, and contact tracing; sanitation; and how to use and disinfect high traffic areas. General considerations for businesses and employers **as of May 2020**:

- Conduct a thorough hazard assessment to determine if workplace hazards are or are likely to be present and determine what type of controls or PPE are needed for specific job duties.
- Improved ventilation is recommended in the U.S. Ensure that ventilation systems operate properly. If possible, consider taking steps to improve ventilation based on local environmental conditions and ongoing community transmission in the area (note: some of these

recommendations are based on COVID-19 guidance from the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE)). Consider using natural ventilation (i.e., opening windows if possible and safe to do so) to increase outdoor air dilution of indoor air when environmental conditions and building requirements allow. Microsoft has taken the following steps at its owned facilities to reduce airborne contaminants through improved filtration and ventilation:
    - Filtration: All Air Handling Unit (AHU) filters will be replaced with MERV-13 filters (where available) or highest compatible local equivalent, to significantly improve the filtration capability of all building-wide ventilation systems. MERV-13 filters are rated to filter out > 90 % of particles that are between 1-3 micrometers, according to the EPA.
    - Ventilation: The amount of outside air introduced into the building will be increased through extended duration of operation or percentage of fresh air to best support standard comfort parameters.
- Provide education and training materials in an easy to understand format and in the appropriate language and literacy level for all employees, like fact sheets and posters.

It is recommended that employers also consider implementing additional protective measures in the workplace, such as installing transparent shields or other physical barriers where people have to meet to talk and exchange documents or materials, including at customer service desks.

Scheduling/Staff

As libraries reopen around the world, the IFLA reports that many are doing so only for limited hours every day and are allowing staff to work in shifts, as well as limiting meetings and staggering breaks. Workers and customers will continue to be encouraged to wash their hands, use hand sanitizer frequently, and keep a safe distance. The CDC advises establishing policies and practices for social distancing in the workplace (Microsoft's guidelines are here):

- Rethink desks, displays, and workspaces to create more distance. Spread out workstations where possible and designate six feet of distance between people.
- Implement flexible work hours (e.g., rotate or stagger shifts to limit the number of employees in the workplace at the same time).
- Limit in-person meetings to a small number of attendees and only hold them as needed. In-person meetings are discouraged by Microsoft. When an in-person meeting is necessary, all conference rooms will have reduced capacity and signage to support social distancing. Conference rooms will not be cleaned between uses so they must be disinfected before and after a meeting.
- Close or manage breakrooms to limit the number of people who gather at one time.
- Shift primary shelving activities to off-peak or after hours, when possible.
- Discourage workers from using each other's phones, desks, offices, or other work tools and equipment, when possible.
- Place signs or use announcements to remind workers to maintain social distance and advise people not to enter if they've had COVID-19 symptoms or have been in contact with someone who has been infected.

The CDC advises businesses to give employees, customers, and visitors what they need to clean their hands and cover their coughs and sneezes:

- Provide tissues and no-touch trash cans.
- Provide soap and water in the workplace. When soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol. Ensure that adequate supplies are maintained. Key times for employees to clean their hands include:
    - Before and after work shifts and work breaks
    - Before eating or preparing food
    - After putting on, touching, or removing cloth face coverings
- Ideally, place touchless hand sanitizer stations in multiple locations to encourage hand hygiene.
- Place posters that encourage hand hygiene to help stop the spread of COVID-19 at the entrance to the workplace and in other workplace areas where they are likely to be seen. This should include signs for non-English speakers, as needed.
- Discourage handshaking. Encourage employees to use other noncontact methods of greeting.
- Direct employees to visit CDC's coughing and sneezing etiquette and clean hands webpage for more information.

For employees who commute to work using public transportation or ride sharing, the CDC advises businesses to consider offering the following support:

- Provide employee incentives to use forms of transportation that minimize close contact with others, such as reimbursement for parking or single-occupancy ride shares.
- Allow employees to shift their hours so they can commute during less busy times.
- Ask employees to clean their hands as soon as possible after their trip.

Currently, Microsoft Connector services are cancelled and shuttle services are suspended. In addition to public transit, the Guaranteed Ride Home (GRH) program is suggested as an alternative and the company is temporarily lifting restrictions on the number of GRH trips that can be booked. When transportation services restart, rider capacity will be reduced on all routes to accommodate physical distancing. Usable seats will be marked, and enhanced cleaning processes will be implemented. Accessible shuttle service can be requested through the lobby hosts in each building

The latest CDC guidance recommends that employers consider conducting daily in-person or virtual health checks (e.g., symptom and/or temperature screening) of employees before they enter a facility, in accordance with state and local public health authorities and in a way that helps maintain social distancing guidelines. The Equal Employment Opportunity Commission (EEOC) has stated it is permissible for employers to measure the temperatures of employees and conduct tests to detect the presence of the virus in returning workers. At the same time, employers must remain aware that federal privacy protections are still in place. Microsoft's guidelines state that before coming to work each day, employees and vendors must complete a COVID-19 symptom and exposure screening through the self-attestation app at aka.ms/healthcheck.

The CDC advises businesses to identify a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace (KCLS plans to do this) and that employees be cross-trained to perform essential functions so the workplace can operate even if key employees are absent.

PPE, Face Coverings, Gloves

PPE (such as gloves) and face coverings should be provided to workers if required by the state or if workers request it. If employers are asking employees to wear a face covering, it sets a good example

for workers and customers if they wear one too. It is recommended that employers develop policies that answer the ***who, what, when, where, why, and how*** of PPE usage, including how the business will:

- Obtain the necessary equipment in a timely manner.
- Train workers to use the equipment effectively and safely.
- Clean and store the equipment.
- Manage workers who cannot or don't want to comply.

The CDC encourages employees to wear **cloth face coverings** in the workplace, **if appropriate**, as a measure to contain the wearer's respiratory droplets and help protect co-workers and members of the public. Cloth face coverings are *not* considered PPE, however, and wearing a cloth face covering does not replace the need to practice social distancing. For more information, see CDC guidance on how to safely wear and take off a cloth face covering. More specific, local guidance on face coverings:

- Employers in the state of Washington are required to ensure workers as well as customers and clients are wearing face coverings in almost all situations. Employers must provide face coverings if workers do not have them; employers are responsible to comply with this order, and the Department of Labor & Industries (L&I) enforces it. For more information, see L&I's Common Questions Regarding Worker Face Covering and Mask Requirements.
- The state of Oregon requires face coverings for employees in public and private office spaces, as well as all persons visiting a business.
- Microsoft's guidelines require the use of a face covering at all times when present at a Microsoft facility, unless working alone in an office.

A May 11 article published by JD Supra discussing whether a business can require its employees to wear a face mask or covering and other PPE as a workplace rule concluded that the short answer is yes. To do so, the business would want to be able to show a legitimate business reason as to why the rule is in place. However, the article goes on to address if an employee reports that he or she has a medical condition that makes it so a face mask or covering cannot be worn, stating that "this would then trigger the business' obligation to engage in the ADA interactive process." Regarding workers who don't want to comply, OSHA very generally put it this way: "Provide a face mask, if feasible and available, and ask the person to wear it, if tolerated."

The CDC is not advising gloves be worn at work except when cleaning/disinfecting. According to Archbright, wearing gloves does not eliminate the need for handwashing but using gloves properly may provide another level of protection. If employers choose to provide disposable gloves to employees, consider these points:

- Proper selection, fit, training on the use, as well as disposal, are critical. A variety of sizes should be provided to ensure an optimal fit.
- Do not mix latex and nitrile gloves to avoid potential allergic reactions.
- Employees should always wash hands before putting gloves on to avoid contaminating the outside of the gloves with any bacteria or viruses that may be on the hands.
- Disposable gloves should not be reused even if washed/disinfected, and the wearer should avoid touching their face while wearing them.

- When gloves are no longer needed or need to be replaced, they should be removed properly to minimize the transmission of any potential bacteria or viruses on the glove. See CDC guidance on how to remove gloves for more information.
- Employees should be provided with closed trash receptacles or sealable plastic bags to dispose of the gloves.
- Once the gloves are disposed of, the wearer should immediately wash their hands with soap and water or, if handwashing is not possible, use an alcohol-based hand sanitizer. See CDC handwashing guidance for more information.

Disinfecting shared spaces, workstations

The CDC advises businesses and employers to clean AND disinfect frequently touched objects and surfaces. To disinfect, use products appropriate for the surface that meet EPA's criteria for use against SARS-CoV-2 (the EPA updates the list often). Specific guidance from the CDC on cleaning and disinfecting a facility includes:

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant. Cleaning with soap and water reduces number of germs, dirt, and impurities on the surface. Disinfecting kills germs on surfaces.
- To disinfect, follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for a period of time.
- Diluted household bleach solutions may also be used if appropriate for the surface; alcohol solutions with at least 70% alcohol may also be used.

More frequent cleaning and disinfection may be required based on level of use, according to the CDC. High touch surfaces include: Tables, doorknobs, handrails, light switches, countertops, handles, desks, phones, etc. For electronics, such as computers, computer accessories, tablets, touchscreens, keyboards, etc.:

- Consider putting on a wipeable cover.
- Follow manufacturer's instruction for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

Further general cleaning tips for computers and electronics provided by Yale Environmental Health & Safety:

- Do not use aerosol sprays, bleach, or abrasive cleaners.
- Use a lint-free cloth, such as a screen wipe or a cloth made from microfiber. Do not use fabric or leather surfaces on items as this can scratch or damage the items.
- Unplug all external power sources and cables.
- Avoid excessive wiping and submerging item in cleanser to avoid damage.
- Ensure moisture does not get into any openings. Never spray cleaner directly on an item.
- Gently and carefully wipe the hard, nonporous surface of the item.
- When using a disinfectant wipe, it is important to follow the contact time found on the label. It may be necessary to use more than one wipe to keep the surface wet for the recommended contact time.

It is vital for employers to establish procedures for dealing with an employee who tests positive for COVID-19 after the business reopens, which includes ensuring the workplace is thoroughly cleaned and sanitized. Once an ill employee is sent home, the CDC recommends:

- Closing off areas used by the person who is sick. Companies do not necessarily need to close operations if they can close off affected areas.
- Opening outside doors and windows to increase air circulation in the area.
- Waiting 24 hours before cleaning or disinfecting. If 24 hours is not feasible, wait as long as possible.
- Cleaning and disinfecting all areas used by the person who is sick, such as bathrooms, common areas, and shared electronic equipment.
- Once an area has been appropriately disinfected, it can be opened for use. Workers without close contact with the person who is ill can return to work immediately after disinfection.
- If more than 7 days since the person who is ill visited or used the facility, additional cleaning and disinfection is not necessary. See CDC's guidance for deep cleaning for more information.

Additional considerations for employers when it comes to cleaning and disinfecting:

- Ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard.
- Comply with OSHA's standards on bloodborne pathogens, including proper disposal of regulated waste and PPE.
- The efficacy of alternative disinfection methods, such as ultrasonic waves, high intensity UV radiation, and LED blue light against COVID-19 virus is not known.

Handling library collections

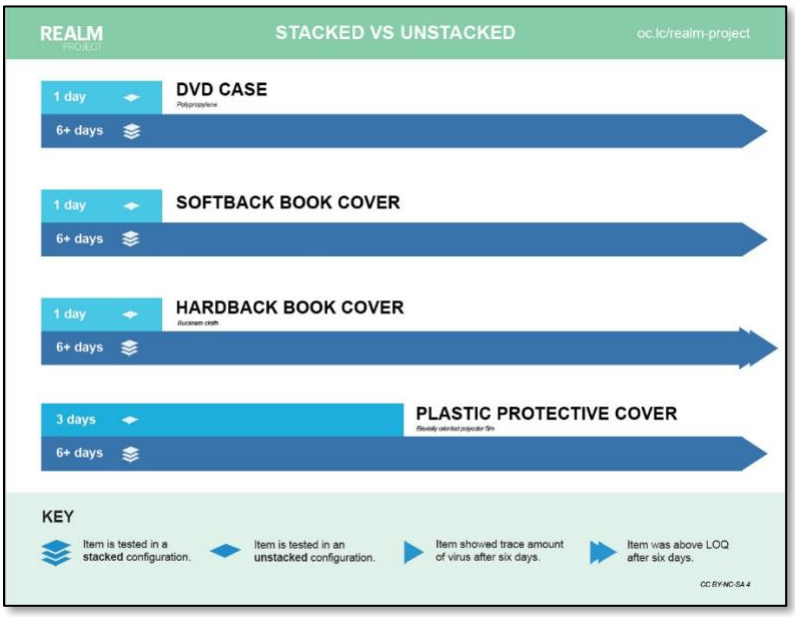
Guidance for handling collection materials is still evolving, although there's a growing consensus that surface contamination and fleeting encounters are less of a worry than close-up, person-to-person interactions for extended periods. According to the IFLA, the general recommendation remains to take care – where there is a chance that a book or other piece of equipment has been in close contact with someone who is ill, it may be appropriate to wait or use safe cleaning practices.

Although several studies conducted since spring on how long the novel coronavirus lasts on different kinds of surfaces have generally determined the risk of infection to be low (these tests took place in laboratory conditions and infection risk falls over time), an understandable wariness remains and no specific determinations have been made on how to handle collections. Because of this, the ALA currently considers the quarantine of library materials to be the most effective method of disinfection. As of October 27, 2020, the REALM project has released five phases of its research findings, providing more specific guidance for various types of common library materials:

- Phase 1 tested materials that included the covers of hardcover (buckram cloth) and softback books, plain paper pages inside a closed book, mylar protective book cover jackets, and plastic DVD cases. Findings showed the SARS-CoV-2 virus undetectable after one day on the covers of hardback and softback books and the DVD case, and after three days on the paper inside of a book and mylar book jackets.
- Phase 2 materials tested included glossy paper and magazine pages. After four days of quarantine, the virus was undetectable on the glossy book pages and showed a trace amount on

the magazine pages. Compared to Phase 1, these results indicate that a slightly longer quarantine time for some types of cellulose-based paper materials sitting in a stacked configuration may be required to render the virus undetectable.

- Phase 3 tested materials that included flexible plastic storage bags, rigid plastic storage containers, DVDs, and plexiglass. After five days of quarantine in an unstacked configuration, the virus was not detected on the storage bag or the DVD; the storage container and plexiglass showed detectable virus. Compared to previous results, this data suggests that a slightly longer quarantine time for these types of plastic-based materials may be required to render the virus undetectable through natural attenuation alone. Alternatively, based on the materials' nonporous nature, suitable liquid disinfection methods may promote a more rapid decontamination than the quarantine method.
- Phase 4 looked at materials tested in Phase 1 (hardcover and softcover book covers, plastic protective covers, and DVD cases) but stacked to simulate storage in a book drop, bin, or on shelves. The fifth item, expanded polyethylene foam, commonly used in museum exhibits, storage, and shipping, was tested unstacked in open air. After six days of quarantine, the virus was still detected on all five materials tested, highlighting the effect of stacking and its ability to prolong the survivability of the virus. Longer quarantine time can be considered as other disinfection methods still warrant further investigation at this time.



- Phase 5 looked at four fabrics and leather – materials commonly used for bookbinding, upholstery, and crowd control. Results show that after eight days of quarantine, the virus was still detected on leather and synthetic leather materials. For polyolefin fabric and nylon webbing, only the amount of virus after the initial 1 hour of drying time could be measured. No data for the cotton fabric could be collected or reported.

Five materials that are commonly found in furnishings and exhibits of archives, libraries, and museums were selected for the sixth REALM lab test, which is currently underway.

The following is a summary of additional current thinking on quarantine periods as of October 2020:

- The Northeast Document Conservation Center (NEDCC) refers to the REALM project's findings. NEDCC's earlier recommendation was for a 7-day quarantine, however they now state that "it is incumbent on each organization to understand how its collection materials are used and handled and to review research results for data that can guide its decisions about quarantine."
- KCLS quarantines for a minimum of 3 days.
- Yale Library materials returned or handled by users will be quarantined for 48 hours.

A report commissioned by the state of Georgia's Regents Public Library Advisory Council (RPLAC) also states that "it will be up to the individual library to decide the duration of quarantine for each material type" and recommends that libraries set up an area as a "materials isolation zone":

- This area could be a cleared range of shelving, a series of multiple book carts, or even piles of books on a table. The NEDCC states that if a dedicated space cannot be established, staff can place items in bags. It is not advisable to tightly seal the bags because this can create potentially-damaging microclimates.
- Materials should be labeled with dates of when those items entered quarantine and when they are safe to reshelve. Color-coding or grouping by material type may be useful here.
- Courier totes and bins should also be quarantined.

When it comes to using disinfectants on materials, the NEDCC considers the use of liquid disinfectants and powdered cleaners harmful to library and archives materials and **not recommended**. The Massachusetts' COSTEP (Coordinated Statewide Emergency Preparedness) MA site states that "it is inadvisable to use liquid or aerosol cleaners on books, unbound papers or prints, or painted surfaces." According to information published by the ALA, librarians should be cautious when using cleaning solvents on books and other potentially fragile library materials. Books wrapped in polyester or polyethylene can be more reasonably cleaned and disinfected and strong library-binding buckram cloth coverings can probably withstand the enhanced cleaning too, but "if one is planning to clean and disinfect collections, even among poly-covered volumes, they should understand and accept that there will be collection damage."

A Library of Congress assessment on the impact of hand sanitizers on collection materials of various paper types (newsprint, calendared or gloss-coated, Whatman filter, and Mead Bond) indicated an increase in yellowness in colorimetry measurements for the coated relative to uncoated papers, where both were exposed to elevated heat and humidity. Alcohol-based hand sanitizers showed the most significant changes in color compared to water-based. For the water-based sanitizers, the water-based formulation with the fewest ingredients showed minimal to no detectable color difference after application of the sanitizer solution. While handwashing is recommended over sanitizing – because the former removes dirt and oils where the later does not – water-based formulations are recommended if sanitizers continue to be offered at various institutions.

According to Georgia's RPLAC, while expensive "book sterilization" or "book disinfection" equipment is now being marketed to libraries, archives, and museums, there is no evidence or studies to suggest that these technologies are effective or won't cause unnecessary damage to collections. And UV ray exposure as a means of sterilization is **not recommended** by both the NEDCC and the ALA due to the

potential risk it poses to collection materials because of its high intensity and also, because of how difficult it is to confirm that every page has been exposed to the light, the effort could prove fruitless.

Handling archival collections

While archival collections may not be directly at risk, the pandemic complicates their care. Much of the guidance for library collections will apply to handling archival collections with some important additional points to consider, notably that historical materials can be irreversibly damaged by some cleaners. Currently, a primary source providing direction for archival collections is the National Center for Preservation Technology and Training (NCPTT). For those with specific questions, the NCPTT offers outreach services for consultations.

Isolation is the NCPTT's preferred method to deal with museum objects and collections. Their recommendation is isolating buildings, sites, or collections for a **minimum of nine days**. Smaller items can be isolated by double-bagging them in zipper-style plastic bags labeled with object information, date, and reason for isolation, also for at least nine days. If faster access is required, the Canadian Conservation Institute (CCI) suggests isolation for 24 hours to allow aerosols to settle. Phase 2 findings from the REALM project included archival folders. Testing showed that after two days of quarantine in a stacked configuration, the virus was not detectable.

If disinfection of non-heritage surfaces in collection spaces is required, the CCI advises using methods that permit controlled application of cleaning solutions and disinfectants. The NCPTT refers to CDC guidelines for disinfecting items (see the Disinfecting shared spaces, workstations section above) but **with cautions**: bleach should not be used to clean and disinfect cultural materials and rubbing alcohol should not be used on wood as it can damage finishes. NCPTT advises choosing other disinfectant methods that are both safe for cultural materials and effective at deactivating COVID-19. Further guidance:

- For exhibit objects and collections in storage, the NCPTT says not to take on large-scale disinfecting actions for entire collections or museum spaces. Fogging with a germicide may lead to byproducts and result in chemical attack to cultural materials.
- For cleaning natural and painted wood and metal surfaces in historic structures, NCPTT advocates making a soap and water mixture from Orvus or Ivory Liquid soap or other mild detergents in a spray bottle (not all dish soaps are appropriate because they have other additives that can leave a film).
    - Wet a paper towel with the solution and wipe the surface or railing. Follow with a damp paper towel of freshwater to remove any soap residue.
    - Limit the amount of water or wet cleaning.

Cleaner	Concentration	Materials
Isolation	None	All: 6-9 days Paper Books Small objects
Orvus or Ivory Liquid Soap	Dilute	Painted surfaces Metals Wood
2-propanol (rubbing Alcohol)	70%	Metals Stone

- Bricks, ceramics, and stone can be wiped down with soap and water and disinfected with rubbing alcohol.
    - Apply rubbing alcohol to a paper towel, minimizing the amount of wetness applied to the surface. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

- It is recommended artifacts in exhibit cases or in storage not be cleaned as the objects are already protected by the case.
- For objects in storage areas, limiting access to only one person (consistently the same person) is suggested (if possible) at this time to avoid cross-contamination. This person should use the CDC recommended handwashing protocols and wear nitrile gloves.

NCPTT does not currently recommend UV disinfection with COVID-19. UV can damage photographs and paper under long exposures. This guidance may shift as more research becomes available.

Public Spaces

The CDC recommends common areas be closed or the number of people gathering in those areas be limited. Social distancing guidelines should remain in place. Workstations should be spread out, where possible, and six feet of distance designated between people where lines are likely to form. Customers as well as workers are encouraged to wash their hands and use hand sanitizer frequently. Specific recommendations:

- Increase physical space between employees and customers (e.g., physical barriers such as partitions).
- Use signs, tape marks, or other visual cues such as decals or colored tape on the floor, placed six feet apart, to indicate where to stand when physical barriers are not possible.
- Adjust business practices to reduce close contact with customers, such as curbside pickup and delivery options, where feasible, or deliver services remotely.
- Place signs or use announcements to remind customers to maintain social distance and advise people not to enter if they've had COVID-19 symptoms or have been in contact with someone who has been infected.

The IFLA provides several examples of limiting numbers in public libraries in order to reduce risks and make it easier to maintain social distance. Some of the ideas include using a ticketing system and limiting time in the library. Further steps being taken by some are to limit the number of sections of the library open to people, removing or rearranging furniture (to ensure that people sit further apart), or marking some as not for use. Some libraries are installing screens to protect both users and library workers, others are establishing one-way-systems and encouraging separate entrances and exits where possible. Throughout this, clear communication with users is important to ensure that they understand the rules in place. This includes library websites and outreach to users.

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A compilation of information and recommendations.
See also: *Caring for Heritage Collections during the COVID-19 Pandemic, Canadian Conservation Institute (CCI), Webinar, April 21, 2020*

IMLS, CDC: On Staff Safety, Handling Paper In COVID-19 Pandemic
Library Journal | Article | Lisa Peet | April 8, 2020
For workers in institutions who handle paper and books, there are few guidelines.

Cultural Resources and COVID-19
National Center for Preservation Technology and Training (NCPTT) | Blog post | Mary Striegel | April 6, 2020
Explores how COVID-19 persists on surfaces and how the virus can effectively be deactivated.
See also: *Covid-19 Basics: Disinfecting Cultural Resources, NCPTT Webinar, March 25, 2020*

Recommendations for Library Services During The Covid-19 Pandemic
Georgia Regents Public Library Advisory Council (RPLAC) | Report | April 2020
This Pandemic Service Level Chart was created to assist with determining appropriate levels of service and staffing.

How to Sanitize Collections in a Pandemic
American Libraries | Article | Lara Ewen | March 27, 2020
Conservators weigh in on the mysteries of materials handling during COVID-19.

Resources

Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)
CDC | Website (*Accessed October 27, 2020*)
See also: *Cleaning and Disinfecting Your Facility, Everyday Steps, Steps When Someone is Sick, and Considerations for Employers, CDC, updated July 28, 2020*

Guidance on Preparing Workplaces for COVID-19
OSHA (Occupational Safety and Health Organization) | Guide | 2020 (*Accessed October 27, 2020*)

Washington State Coronavirus Response
Washington State | Website (*Accessed October 27, 2020*)
See also: *Workplace and Employer Resources & Recommendations, Washington State Department of Health*

Oregon General Guidance for Employers on COVID-19
Oregon Health Authority | Website | August 18, 2020

COVID-19: Cleaning Computers and Electronics for All Users
Yale Environmental Health & Safety Guidelines | Website | June 9, 2020

Public Libraries Preparing to Reopen
Examples from the Field
OCLC/REALM | Collection | June 25, 2020
The project is collecting, curating and sharing information and resources produced by other organizations that support plans to resume operations and reopen archives, libraries, and museums.
See also: *Coronavirus (COVID-19) Updates, Institute of Museum and Library Services (IMLS)*

Systematic Literature Review
Reopening Archives, Libraries, and Museums (REALM) Project | October 14, 2020

COVID-19 and the Global Library Field
IFLA (International Federation of Library Associations) | Resource list | October 13, 2020

Handling Library Materials and Collections During a Pandemic
American Library Association (ALA) | Website (*Accessed October 27, 2020*)

COVID-19 Resource Hub
Smithsonian Cultural Rescue Initiative | Collection (*Accessed October 27, 2020*)