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Please stand by for real-time captions.

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Hi, everyone. It is 1:00 eastern time. It is time to get started with our webinar.

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First I would do a little bit of housekeeping. I want to welcome everyone to our webinar, COVID-19 and collections care. My name is Jamie Hayes and I will be [ Indiscernible ]. I have with me my colleague Laura Flynt and Ashley Dahlen, they will take care of tech support today so if you have any technical support questions, you can chat in the chat box or send them a private message.

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Are presenters, we got to today. The first one is Stephanie Guerra follow and the preservation specialist at the northeast document conservation center where she provides preservation information and outreach including assessments, consultations, training, program and disaster assistance. She has 10 years experience in the [ Indiscernible ] Field with particular interest in preservation, collection management and institutions through periods of change and growth. To previous roles include working with contemporary artist in site-specific installations at a laboratory, Cambridge, [ Indiscernible ] excuse me, craft objects in the [ Indiscernible ] and Armenian material trend through [ Indiscernible ] and Watertown Massachusetts. A BA in political science and from Boston University and MA from the [ Indiscernible ] Harvard University [ Indiscernible ].

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[ Indiscernible ] has worked in the field of conservation since 1999 and specializes in conservation of fine art on paper, rare manuscripts, archival documents, masks and object on bellum. He has extensive experience in advising clients of treatment options and developing proposals for state from the office in Greensboro, North Carolina. She travels throughout the U.S. serving as an advocate for preservation and conservation by providing museums, libraries and archives professionals on caring for the institutions collections, she enthusiastically shares her expertise in every kind of organization from volunteer [ Indiscernible ] sign sites and large collecting institutions. She earned a BA and art history from the University of North Carolina at Greensboro and she served on the board of preservation Greensboro. And is a professional associate of the American Institute for constant conservation.

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To start off, if you have questions that you would like to ask either of the presenters or if you have technical issues, please chap them in the chat box. And people on desktop computers or laptops located on the bottom right-hand corner of your screen. I will keep track of questions that comment and at the end of the presentation, I will ask them of the presenters. We are recording today's session. We will an email a link of the recording and slides to everyone who registered for this webinar.

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We will send you a certificate of participation using the email you used to register for today's webinar. If anyone needs additional certificates because multiple people are watching the webinar with you, please email STLP outreach at CPO.gov and include the title of today's webinar along with the names an email addresses of those needing

certificate. Desktop computer or laptop users may zoom in on the type of being present to. Click on the full-screen button on the bottom left-hand side of your screen. To exit mouse over the blue bar at the top of your screen to expand. Then click on the blue return button to get back to the default view. Finally, at the end of the session we will share webinar satisfaction survey with you and we will let you know when the survey is available and it will appear in the chat box with the URL. We would appreciate your feedback after the session including any comments on the presentation style and value of the webinar.

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With that being said, I will give it to Stephanie. It is all yours.

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Thank you Jamie for the introduction. I am very happy to be here today with everyone. And have the opportunity to talk about this important topic.

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As Jamie mentioned my name is Stephanie and I'm a preservation specialist at [ Indiscernible ]. I am happy to be joined today by talkie who was the outreach Conservatory and she will be really helping us out at the question and answer session that we saved till the end of the presentation would you like to say hi to everyone?

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I'm looking forward to the presentation and helping out in any way I can. I will pass it back to Stephanie.

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Thank you. We are saving a full 30 minutes for the Q&A session because we really want to make sure we take time to answer specific questions that some of you may have. And discuss any mitigation strategies you are concerned about and really be able to dig into the topic in more detail. And things you want to talk about with us.

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For anyone that is unfamiliar with any thing you see, we are the oldest regional conservation center in the United dates. We are located just north of Boston in Andover, Massachusetts. Our last conservation treatment for paper-based material including books and photographs and we also provide audio reporting settlement formatting services. The preservation services department which I am part of, is the outreach and educational branch of [ Indiscernible ]. We end up providing lots of different workshops and webinars to client and we also travel all over the country for preservation assessment at different institutions.

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Here is what we will be covering today. I will start with just a little bit of background on COVID-19 although I am sure that all of you have been following along in the news nonstop like everybody has as well but I want to touch on transmission and some background before we dive into disinfecting books and other collections or materials.

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We will talk about staff safety and remote monitoring of collections during this time. Then we will zoom out and look at emergency preparedness from a slightly broader perspective. We will talk a bit about continuity of operations planning. And because this is a really complex in the evolving topic, I have included resources throughout the presentation that are fully embedded in the slides but also put together some additional

resources at the end of the presentation that I would like to walk everyone through as well. Then of course we will have the Q&A session.

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I want to make it clear that all of the advice offered today is based on the current research available from medical and scientific communities, regarding COVID-19. In particular, we are looking at the Centers for Disease Control and Prevention, and scientific studies regarding the lifespan of the virus. Obviously this is a novel coronavirus so certain guidelines are in flux and we will talk about that a bit. It means that we may need to continue monitoring the situation and adapter protocols as more research occurs and is more is determined about the virus. I certainly want to keep encouraging everyone to stay up-to-date on recommendations that are coming from your local public health office and of course, we want to emphasize that it's important to prioritize human safety during this challenging time.

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Before we dive in and discuss ways to disinfect our materials, I think it is important to look at the official guidance from the public health organizations regarding transmission of the virus. One of the most important things to note is that the CDC believes the odds of transmission by circulating materials is very low. They are working with other public entities to evaluate the safety of holding the general election by mail in both this fall. And they are not worried about transmission to those materials either. In general, they say of paper-based material are not great mediums for the virus. On the other hand, nonporous high touch surfaces like light switches and railings is more of a risk for transmission. That is why the CDC recommends the frequent cleanings of those types of surfaces using EPA registered household disinfectants. I have included a resource in the web source at the end of the road webinar that focus on cleaning facilities and walked through that information in more detail.

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It also brings appropriate cleaners for a range of different services. Surfaces. Instead of being easily transmitted, through contact with surfaces, the primary mode of transmission for COVID-19 is through close person-to-person contact. Respiratory droplets produce infected person when it scoffed, sneezes, or even when they talk and landed the mouths and noses of people who were nearby or possibly be inhaled into the lungs. This can occur even if the infected person is asymptomatic. This is why there has been so much emphasis on social distancing throughout the pandemic. And that's why many states are requiring that businesses have strict capacity limits during early phases of the opening.

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In some ways this is actually good news when it comes to our collections. Many of the questions we've been giving at the in D.C. sea have revolved around the topic of how best to disinfect books and other collections material. And in conversations with Jamie and while developing the seminar, as well is based on questions that people submitted while registering, it is clear that this is a major concern for the majority of folks today too. As we just discussed, contact with soft porous surfaces which will compromise the majority of library collections, are unlikely to contribute to the spread of COVID-19. Having said that, the NA DCC we are still recommending that institutions exercise caution to handle collections material. We've created a preservation leaflet to provide

guidance on this topic. If you aren't familiar with our leaflet series, it is actually quite a long running series that addresses everything from preservation planning, to emergency management and all of the leaflets are available for free on our website. I would definitely recommend that you check them out. And again in light of the current pandemic, and all the inquiries that we've been receiving, we decided to add a leaflet at the specifically focused on this topic on disinfecting collections. That we provide the link on the site.

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Based on the initial studies of SARS type coronaviruses, and NDCC has recommended a 72 hour quarantine of collections items, as the absolute safest and most effective way to disinfect them after handling by either staff or by patrons. There was a study that was originally published by a correspondent in the New England Journal of Medicine in March which is also [ Indiscernible ]. That showed that COVID-19 had can persist on cardboard services for 24 hours and on plastic services for up to 72 hours. Based on this research and appropriate quarantine time for paper or plain cardboard products, would be a minimum of 24 hours or as an appropriate quarantine time for books covered in polyester such as mylar or other types of plastics as well as any plastic waste materials like CDs or DVDs would be 72 hours. And of course the 72 hour quarantine would be appropriate for any other type of election items for any items that you are uncertain about. However, we might actually be updating this it nice. I was hoping we could have reached a consensus at NADCC prior to the webinar this morning. NADCC has been conducting a literature review and it is looking at two newer studies, the most recent one came out on May 12. They suggest that the coronavirus causing COVID-19 which is called SARS-CoV-2 if you're looking into some of the research study stems elves, that's what you should look or, they suggest it might be viable on plastics or as long as seven days. That is significant increase from the earlier studies. It may ultimately necessitate a longer quarantine period. Now, neither of these new studies are peer reviewed and the CDC has not yet changed any of their recommendations based on this data. But at NADCC we are trying to err on the side of caution when it comes to quarantining materials. We should finalize any changes to recommendations by early next week. You will check our leaflet for any revised recommendations there. I think this really highlights one of the tricky things about navigating the pandemic is because research is ongoing and we are all trying to make the best decisions we can with the information that is currently available. Which means we need to stay flexible and stay up to date as information develops. And we need to create policies based on our institutions with [ Indiscernible ]. Personally, I would say there's absolutely no harm and quarantining for a longer period of time, if it makes her staff and patrons more comfortable. I would say particularly until we get a little bit more consensus on the topic, having that whole 3-7 day window of a long time range, if you feel comfortable erring on the side of seven days, that's completely reasonable. And that would be for plastic material and notice for paper, 24 hours is still completely adequate. We have not seen any studies coming out thus far that indicate you would need to quarantine for more than 24 hours. Quite a few actually said just on paper that the virus would be no longer viable actually at an earlier time, so 24-hour should actually err on the side of caution.

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If you have dedicated space for quarantining materials, that is fantastic. For example, maybe you have a processing room that would normally be used for new acquisitions maybe set aside temporarily for this purpose. If you don't have that much space available, placing items in bags in a 24-72 hour period is over or I should say up to seven day period is over, is also acceptable. It will help prevent anyone from accidentally handling materials while in quarantine.

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I would recommend dating each bag so that you can keep track of how long the material has been quarantined just. And spend time educating cultural heritage institutions about proper storage environments and enclosures, including all of the perils of unstable plastic. However, in this particular situation, where we are talking about what is ultimately a fairly short term quarantine, you do not need to worry about archival bags, zip locks are completely acceptable. The point here is to isolate the material, date it and prevent anyone from accidentally touching it during that period of quarantine. If you do have a larger space available potentially like the processing room I mentioned, or just dealing with larger quantities of materials, you may want to try co-locating items on parts or shells and keep them in batches instead. For those of you with automated material handlers, you may also be able to use your assisted to your advantage. Bins can be labeled and directed to a quarantine spot. Automating sorting processing and really most checking processes will connect to your integrated library system or ILS. To change the status of an item from checked out to on shelf or another relevant status. There's also usually an option to have books go into a sorting status for a day or two. Which is intended to give staff a time to physically get things back on the shelves. The names typically could be added to. If you find that it is useful, you may be actually able to call it quarantine or you may want to enter a new three day status with that title before converting it into sorting. This could be an excellent way for some of the larger institutions among you to really track materials while preparing an effective quarantine.

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I want to highlight the round project which is a collaboration between the OCLC and Institute of ACM and library services and the [ Indiscernible ]. In which they are conducting research on how long the COVID-19 virus survives on materials that are prevalent within libraries, archives, and ACM. Museums. They release preliminary literature review themselves and information on their testing plan. Both of which you can access through the links I've included on the screen. OCLC and IML as well as will be selecting materials that are commonly found in libraries and archives in museums and then [ Indiscernible ] will obtain those materials as well as virus samples to perform some experiments and actually really try to track this lifespan that it has.

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Further data that is generated from the testing processes is expected to be published later this summer. Right now they think by the end of August. Hopefully, this research will really help us to reach a more definitive answer regarding the viability of the virus on a range of material sites. I would definitely recommend that everybody keep an eye on this project and on the research updates as well.

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I want to separate cleaning because it is important to note that unless you were [ Indiscernible ] conservator, the only cleaning or repair you should be doing on

collections is gentle surface cleaning. Really basic dusting with the soft brush or dry cleaning sponge. NADCC has a preservation leaflet on the topic as well. It was updated last year and only [ Indiscernible ]. You certainly never want to apply any liquid or chemicals to your documents or photographs. Again, leave that for a [ Indiscernible ] conservator. This is advice that we always give but it is still true even during the current pandemic. Using liquid disinfectant is harmful to library archived materials. It is not recommended. UV ray exposure as a means of this search sterilization is not recommended. Not only are UV rays harmful to materials, but in correspondence on the preservation administrator [ Indiscernible ] listserv the chair of the American Institute for conservation health and safety committee indicated that about 40 minutes of exposure at high doses is required for inactivation using UV rays. This will not disinfect the places that the UV rays missed during exposure. So if you think about something like a Lecompte you are not going to be able to go page by page and disinfect the entire book in this manner. I realize that might sound a little bit stressful but it is okay because quarantining the material will work. It is safe and effective and it's really the best way to care for your collections during this time.

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Obviously, staff safety is incredibly important during this time. We certainly don't want to put anybody at risk of infection. When moving materials into or out of quarantine, staff should wear disposable nitrile gloves and they should immediately remove the gloves afterward so that they do not accidentally spread germs to anything else. Such as by touching the door handle with the glove on. It is likely that many of you already have gloves like these available, particularly if you have special or archival collections. As an aside, we always recommend powder free nitrile or latex gloves rather than cotton when handling collections material. As they fit more closely to your hands and allow for improved dexterity. They are actually an important tool to have even in nonemergency situations. Of course, once anyone is done moving materials into quarantine and has closed a specific left they should wash their hands for 20 seconds as required by the CDC. The page we link to on screen also has info on the CDC handwashing campaign which is called life is better with clean hands. That includes handwashing posters and fact sheets that you can actually print out and hang within your facilities to help encourage healthy habits for staff and the patrons went able to reopen.

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There are services and workers safety coalition has created a website devoted to safe practices for art service workers during the COVID-19 crisis. While they may be in a slightly different sector than many of you, there is a great deal of overlap between the shipping of materials and the moving and handling done by these art service workers as well as those working on libraries. The suggested PPE or personal protective equipment chart is very helpful as to provide suggestions for what employers should provide for a variety of different workers. It varies with people working in offices to the janitorial staff and much more. It's a really nice resource to draw from and to really help you get more organized as you start to consider all the many facets of your staff that you need to support. Obviously we are focusing on collections today and the staff but I do realize that for each institution there will be some a different levels of staffing that need to be addressed.

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You may have noticed [ Indiscernible ] listed as a necessary supply on the last slide. It is absolutely important to provide sanitizing stations for the public and for employees to maybe interacting with them regularly. However, it is important to realize that a study by the Library of Congress indicates that hand sanitizers have a negative impact on our collections materials. Although it is not immediately visible, hand sanitizer leaves a residue behind on materials. The head of our book conservation lab actually mentioned that those are really great talk about this at AIC a few years ago. It was given by forensic scientist whose specialty is in finger marks. They were able to show that very clear finger marks are left behind by hand sanitizer. In this particular case though the Library of Congress kept various kinds of hand sanitizer on different papers and the research shows that the residue will cause discoloration as it ages. Alcohol-based hand sanitizers are shown to be more damaging than water-based once in each respect. Of course, alcohol-based hand sanitizers are also more effective at sanitizing. And her right now only alcohol-based hand sanitizers are recommended by the CDC for protecting against COVID-19. If we look at all this information together, we can conclude that hand sanitizer is fine for circulating collections but if you are handling rare or archival materials, it is best to avoid hand sanitizer. Instead, it is recommended that you wash your hands with soap and water, which is actually especially helpful since handwashing removes the dirt and oils from your hands which can also pose problems for your collections. Whereas hand sanitizer does not do that. Handwashing is also still being recommended by the CDC as preferable to hand sanitizer for for preventing the spread of COVID-19 and that is primarily because if you have dirt or gunk or anything on your hands, it is doing a better job of removing all of that and getting rid of all those really microscopic nooks and crannies where the viral particles can be hiding out. It is really the best choice all around. Again, this is a very collections oriented recommendation. For any library event or staff that are dealing on a day-to-day basis with patrons, making hand sanitizer available is a great mitigation tech. Keep your handling of rare materials and mind as you create protocols and provide access to sanitizers and handwashing stations.

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Another issue that many institutions are dealing with right now is the physical separation of their staff from the buildings and collections. Obviously, the shutdown and social distancing measures being enacted are incredibly important and I encourage everyone to follow the guidelines being issued by your state and local counties. But it does mean that our ability to monitor our collections is limited during this time. You likely don't have collections and staff on site and that increases the potential impact of security problems, water leaks or other incursions, and even things like mold and pest. The recommendations may be a little tricky for many places to implement right now but the Canadian conservation Institute has a great resource on closing museum for the winter. Certain things are meant to occur before the closure such as covering events with wire mesh to prevent pest from entering. But other measures can absolutely be implemented if you have already shut down. For example, each you can reach out to members of your larger immunity emergency preparedness networks such as your local police department and drive by the institution once a day or even once a week to keep an eye on things. You may even be able to drive by want to get yourself to do a basic parameter check from your car. But again, please divert your local, state and guidelines

before tackling that. I don't want to encourage you to drive by if there are restrictions on motor vehicle travel or anything like that in place. You may also have certain essential staff members, often times in your facilities department who are allowed to periodically check on you and your building. At NADCC we always encourage collections staff to build strong relationship with facilities and typically find that cleaning and how they work impact the preservation of collections and really bringing them in as partners in preservation is a great tactic for engagement. I would encourage you to work on strengthening those relationship, even once we are cleared the pandemic. At present though, having a conversation about where trouble spots are in the building, such as an area and collections storage with can have leaks and heavy rain, that's a great start. You might also be able to share environmental info with you or check data log that you have in place. With data loggers there are also remote monitoring options available. A link to an option through hobo but there are other options out there depending on the system that you use.

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It is worth keeping these monitoring options in mind even as you gear up to word reopening. Many places will be reopening with limited staff and reduced hours. And both epidemiologists and state legislators have stressed that until there is a safe and reliable vaccine available, areas may experience multiple spikes in virus caseloads that could require additional closures in the future. I know that we all would like to open and remain open but we may experience more periods with limited access to our facilities. And it if that is the case, then let's take those good practices that we have learned and the needs we have identified during the current closures and aim to be better prepared for any that come in the future.

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That really brings us to our next topic. I would like to take a moment to touch on emergency planning from a broader perspective. This is a really complex topic and we often cover it in a series of two hour webinars touching on aspects such as risk assessment, disaster plan development and sometimes salvage practices as well. Obviously we are not going to get that now but I think there are some really important core concepts we can discuss that will help everyone as we navigate the COVID-19 pandemic is

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To start, emergency management occurs in phases. It is cyclical and very much not a one and done type of deal. Right now we are in response phase of the COVID-19 pandemic. But many of us are also starting to think about recovery in more detail. And actually some places are starting to reopen already so we are thinking about what that reopening process might look like and some people may actually be a little bit ahead of the curve and start to move reopening procedures. If we look at these faces a bit more closely, mitigation is itself the cornerstone of emergency management. It is the continuing effort to lessen the impact of disaster on people and property. Through effective mitigation practices, we can ensure that we lessen the chances of having to respond to a disaster. Now, the global pandemic was probably not high on anyone's risk assessed list prior to this year but mitigation practices can also address more common disasters by including measures for water deterrence, fire safety and prevention, mold prevention and pest management. We will talk a little bit about how you can look at

these things collectively to create some plans that will really cover you in a variety of different situations.

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Preparedness takes the form of plans and procedures that are designed to stabilize or save lives and minimize damage when an emergency occurs. Planning, training, and disaster drills are the essential elements of preparedness. These activities and sure when a disaster strikes emergency managers will be able to rub the best response possible. Ultimately, in an emergency, the best protection is knowing what to do. Response is defined as the actions taken to save lives and prevent further damage in a disaster or emergency situation. Response is essentially putting those preparedness plans into action. In response activities may include initiating an institution or region disaster plan and including search and rescue and damage assessment. Recovery is defined as the actions taken to return the community to normal following a disaster. So preparing, but replacing, or rebuilding property can be examples of recovery. Again, I will not dive too deeply into this although I have included resources at the end of the presentation that do. I want to look at the pandemic from a broad perspective and think about how it fits into emergency planning at our institution's.

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Based on the phases of emergency management, we often help institutions put together disaster plans. Hopefully, you will have some of the basics already created at your organization. Even though the pandemic is the very different experience than anything that any of us have lived through before, many emergency preparedness measures still apply. For instance, the past year was pretty rough for a lot of southern east coast institutions due to the really intense hurricanes that they dealt with. But what we have been hearing is that all the planning and preparedness measures that they put in place to deal with hurricanes are actually also helping with the current situation. Things like extended closure protocols are very relevant right now, even if they weren't initially created with this type of disaster in mind. And that actually is a really good principle to remember. When something terrible as this pandemic occurs, it draws everyone's attention and planning energy to it for a really long time. Sometimes well after the threat has passed. To a certain degree, that is a completely appropriate response. We need to know how to deal with the very specific risks of COVID-19 and we need to make sure that we remember what we've learned from the experience. However, it is also important not to lose perspective. Especially as collections care professionals who are already so overstretched with work. We don't want to fall into the trap of only preparing ourselves for what is most recently happened. Instead, it is important to consider how the steps we take now to prepare can be relevant to us for the next disaster that isn't a disease out. Potentially that's what we call all hazards planning. It will help you to create a plan that meets your institution's needs for a variety of potential risks. In terms of immediate lessons learned from COVID-19, many of us have certainly realized that we need a message when we can't access them and that we need to message for allow method to allow staff to work from home. We talked about the former a bit already today and the latter may include certain infrastructure elements such as the VPN access to the institution's network. So again, planning for these needs could easily fit into the category of extended closure procedures rather than pandemic procedures. Try to make sure that the planning that you are doing will generally have a life well after the

pandemic so that your efforts are as relevant to your organization in the future as they are right now in this moment.

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You can get started on these planning processes by updating contact sheets or creating a pocket response plan or are often called a prep plan if you don't already have one. These are especially great to work on right now says they are things that staff can draft remotely. At included a link to a great template for a prep plan by the Council of State archivist and resources list. It really breaks it out and makes it easy to tackle, it is fairly quick to get done, honestly and will still absolutely and if that your institution.

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If you already have emergency planning resources available, I would recommend drawing upon them for guidance as you continue to navigate the pandemic is and also think of it as whether they're meeting your needs. It could be difficult to fully evaluate that while in the middle of a crisis, so wouldn't necessarily recommend completely ripping apart any documentation that you have but definitely make notes and consider revisions might be helpful for you in the future. On the other hand, if your institution does not have the resources, I would highly recommend prioritizing that [ Indiscernible ]. They will help you prepare for disasters that are both large-scale and small-scale. And you will honestly you will end up using them in the future. I certainly hope that it is not for another pandemic but every institution ends up dealing with at least a water emergency at some point in time. These are things that you put the work in and you really do end up benefiting from.

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Continuity of operations planning is a field adjacent to emergency preparedness. In this case, it is not about saving lives or protecting buildings. It is about protecting businesses by ensuring critical functions, operable evening even during an emergency. As we discussed, COVID-19 has made it so that we can't enter the building's. Which means that we need to find alternate ways to carry out our critical functions. Many libraries have risen to the occasion by making dramatic leaps in the use of additional content and virtual programs. And they have remained deeply committed to meeting educational needs in students and researchers. These are all aspects of business continuity strategies that help libraries carry out critical functions in the face of the club will pandemic global pandemic. Many repository libraries may be a little ahead of other organizations when it comes to managing visual collections. Since there are so many federal publications that are only available as electronic documents, I'm sure many of you already have strong preservation and access policies surrounding those materials. This really might be a strength to lean into in your continuity and reopening planning. And it would certainly allow you to fulfill critical access functions while minimizing physical contact with collections material.

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For any institutions that do not have the continuity plan, NADCC has created a planning workbook to help you get started. I will point that out as well we get to the resources at the end.

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As we begin to consider our reopening procedures, focusing on the critical functions that we've identified in our continuity plan, it will help us use our limited resources

wisely. There are also some really great pandemic specific resources to help you plan your reopening procedures. The ALA has responses from I believe 2008 until [ Indiscernible ]. It ranges from K-12 schools, colleges and universities, public libraries and other types of libraries from all 50 states. It documents the shifting services by libraries to support students, faculty, and mainly members at large during the crisis. Many have implemented curbside pickup and delivery and by appointment services. They anticipate continuing the services during the initial phases of reopening. The survey also makes note of some anticipated prate patron needs as libraries begin reopening. I think it is very helpful document to look at as we begin creating a plan. ALA has put together a planning for reopening checklist. Which is really helpful for organizing all the different inputs that you need to consider such as federal and state guidelines and then coordinating those with considerations there a bit more specific to your institution.

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As places begin reopening across the nation, some institutions are sure their plans for others to review and to use as a basis for their own plans. AES [ Indiscernible ] has great resources to use and they include plans from libraries and archives not just [ Indiscernible ]. Because the focus is on collections during this webinar, I really want to remind you to factor your quarantine and access processes into your planning. Again I know we all want to get back to being I guess quickly as we can as normally as possible but the reality is that your services may need to be offered at a slower rate. You need to make sure that you are taking these good practices that we discussed regarding quarantine and incorporating them into your plan. So certainly have personal protective equipment such as nitrile gloves available for staff. Designate those areas within your space that conserve as quarantine space. And make sure that all the information is well documented and shared with all of your staff members because training is really going to be key for ensuring consistency across your institution.

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As we mentioned earlier, because the situation is constantly evolving and also because we have touched on frankly some very large and complex topics like disaster planning, I am anticipating that many of you would like to explore these topics further following the webinar so I would like to walk through some additional resources that will help you do that.

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This first slide is devoted to larger resource guides. And I suspect that all of you are aware of the first one but I do think it's important to point out that STLP has been working on resources with your specific needs in mind. It looks like quite a few updated regarding shipping and distribution are being published here. An addition to general guidelines. I have also linked to other hubs of information from the ASC, Alex and ARC as well as the Smithsonian institution. They have been active and information for well [ Indiscernible ] as well as publishing their own guides and resources. These are really excellent places to start looking for information relating to the pandemic. And collections care and broader institutional concerns. It looks like somebody is doing highlighting. That's fine. That is not meekest not me. For the next like, this is consolidating some of the sanitizing resources that we discussed earlier. But I'm not sure if I mentioned the ALA document on how to sanitize collections in a pandemic, it covers essentially the

same information that we discussed but another resource to take a look at as well. There are also lots of resources out there regarding sanitizing your facility. I have put a couple that I would recommend on screen. I realize I need to update the link for you and the third one which was supposed to be embedded but I will fix that for everyone. You have access to the slide deck after the webinar and you will get that. These are really focused on your facility. They are not methods or products applied to collections but they are appropriate for things like desks, light switches, door knobs, and other high touch surfaces. The CDC resource is helpful because it discusses appropriate methods for different surface types including electronics and soft surfaces like carpeting to the EPA resource lists products that are effective disinfectants against the COVID-19 virus. And it provides with random names, active ingredients, and registration information which make it more easier to understand your giving the products that you are looking for. The last resource is geared toward another sector. However some of the practices mentioned are really applicable to consider for curbside pickup and similar contactless services that many institutions will be implementing as we move through early reopening phases.

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For general emergency planning, here are some resources that we often use. There are actually lots of materials out there and I would highly encourage you to check with DLP and see what recommendations and other tools and guidance you might have access to as well. The very first resource here is created by NADCC and the Massachusetts Board of Library commissioners in 2006. And actually the beta testing phase for a relaunch of the plan which will have a really nice interface. As well as some expansion on the content that we have included in the original plan. For now though you can still access the original site and while certainly not as pretty as the new one will be, the information is still really high quality and help your institution in developing a disaster plan.

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Other links include templates and tools for disaster planning including risk management, preparedness and response and recovery. Then finally, I did put together a couple of additional materials for you to download. The dropbox link includes a PDF of these slides. As well as any NADCC continuity planning workbook and supporting document from archery that talks about readiness plans and business continuity. There are very focused on the performing arts but again, there's a lot of crossover between what they do and events run by libraries and other things like that. Please do feel free to download the material and use them and what are their manner is most helpful for your individual institution.

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On this slide, there is an email address for Tahi and myself as well as NADCC's phone number which you can call anytime. We both have outreach and education as cornerstones of our positions and we certainly love hearing from people in the field and we are happy to answer questions that you might have even long after this webinar. For now, I know we covered a bunch of information. We have left a lot of time for questions and it looks like we have a couple of minutes early so we have even more than initially anticipated. Please feel free, I guess it Jamie, if you are interested in starting to read the questions we would be delighted to answer things. And also happy to learn about

additional resources that people might want to share with colleagues or anything like that.

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This is Stephanie. We have several questions. The first one that I typically will get an answer right now is yes, we are recording the session and you will get the link to it on Monday. And the slides are available either through the dropbox link that Stephanie shared or email to you on Monday. Those two things I wanted to cover quickly. If you have questions to ask, put them in the chat box at the bottom right-hand side of your screen and make sure you're chatting to all participants so we can all see them.

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The first question, somebody of these were covered so I will not to ask all those but -- when is the virus longevity or what is the virus longevity on plastic and vinyl?

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Unfortunately, plastic is a material that there seems to be the least consensus about right now. What I would say based on the research that we have available is that it can remain viable for anywhere from 3-7 days on plastic is the realm of project that I mentioned earlier will be doing some in-depth analysis regarding the viral lifespan on a range of different materials so I am hoping that by the end of August we have a little bit more consensus on that. Right now what we're getting is individual studies from different organizations that are really in the middle of the research project so not fully peer-reviewed and not quite as much consensus as we hope for. That's a long answer but 3-7 days is the shorter answer.

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Another question, will there be a tip sheet provided that we can push out to her staff.

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That's a really interesting idea. I would say it sort of depends on what -- what you are looking to inform them about. Some stuff like the handwashing policies and general prevention policies. The CDC has quite a few sheets that can be printed and some of those are embedded within the slides. NADCC, we don't have or have not created a tip sheet that I would certainly encourage you as you are documenting reopening procedures, if you can write some of the most important things up on a one or two page for staff to reference, I think that's always a great idea. It would supplement your longer document that's a really great idea to have.

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Is Lysol good to spray on books?

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Stephanie, I'm fine with answering. So as Stephanie pointed out in the presentation, any type of chemical, Lysol, is not recommended at all. This time is the best disinfectant. Lysol can cause damage, it might not be visible at first but it can definitely be problematic where down the road you never want to use any type of chemical. If chemicals are used in treating objects, it is done by a conservator.

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How far apart should quarantine materials be physically placed during the 72 hour period?

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Great question. From all the research that we have seen, time itself is really the disinfected as Tahi said. If you have materials that you placed in quarantine at the same time, and they are stacked together, that's okay. They will still end up being safe to remove from quarantine once you reach the end of that process. But the main thing you want to make sure that you are not doing is introducing new materials next to items that are already in quarantine because you don't want that cross-contamination to occur. Either having dedicated shelves or boxes or some sort of space where you can make sure that you are putting materials together and then dating and that the next group of materials comes in and gets placed on a different shelf or a different box so there's isolation between the. Them.

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Is there enough virus on a book to make someone sick.

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That's actually a really interesting question too. Actually I think that gets to part of the heart of why the CDC is not particularly concerned about transmission from soft porous services. Part of it is that it doesn't really hold the material as well and doesn't retransfer them particularly well. But, if you look into the research and obviously this is not my specialty but if you look at the research coming out of the epidemiology field, there is a certain viral load that you have to hit before you can actually get sick. That can happen quickly particularly in conversation with somebody like a single talk and transfer. But typically if you talk about the sort of what's on a book that someone touched and hopefully has not sneezed directly or anything like that, the chances of being all that much on the book are relatively low. We still obviously are encouraging caution, I think anybody working with circulating collections will realize that sometimes people are indeed coughing or sneezing directly on materials. So we want to be cautious. And any recommended Jason recommendations we make but they are pretty low for circulating materials.

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Next question, maybe silly but if we had three groups of books, checked in on three separate days, quarantining them on the same table, that's the material separated by 60-24 inches just is there any impact on the quarantine at earliest check in. We had staff questions if those earlier chickens are not completely quarantined since airflow could move virus from one stack to another.

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From everything we have seen thus far, research -wise, once the particles really settle on twin object, they are not super likely to be released again. There are certain exceptions, if we talk about bathrooms, you can find a lot of research indicating that particles are aerosolized again when you flush and things like that. That is a very different situation and this water involved and hard nonporous surfaces. With books, anything that settled onto it is really unlikely to recirculate. I think the space you are talking about maintaining sounds great. The trickiest part might just really be making sure that a staff come in and out with materials that they're very careful not to touch or bump into or anything like that one of the older piles while bringing in newer materials because that is a goal transfer is a bit more likely to actually transfer viral particles.

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One of the ideas we are contemplating is going back to a closed stack policy. We can do this by just not a lot of people allowing people on the second floor. What you think about that area, we are medium size academic library.

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I certainly think that if you have the capacity to page materials for people, that is a completely acceptable way to limit the number of people coming into contact with your materials. I think that's part of the reality is that plans that are being put into place really are going to rely on restrictions to contact to capacity, to access, and aren't necessarily things that we love to think about in our field because we are about providing access to people. But in order to really keep everyone safe, you will have to figure out strategies like that that will work for your institution.

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We talked about using Lysol on books but what about wiping down plastic, is that something that you would recommend? And would we use alcohol wipes after quarantine?

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Tahi I know your specialty is paper would you like to talk about this?

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I saw that someone mentioned cameras. When using well I will address that first. In the lab we have the microscope and so and a camera and so several cameras in fact, but when we need to use -- where lots of people are using tools, we have alcohol wipes that are specifically made for these types of items, when you wipe down the eye cups or lenses and those I think are perfectly acceptable. As far as like hard plastic objects, if it is part of the collection, like an archival collection or within the collection of a museum, I don't know if I can recommend Clorox wipes, if it's like a computer, computers that are being used, I think that the normal disinfecting wipes are appropriate to use. It is just collections within institutions that are non-circulating that I would probably or I would talk to and objects conservator about that. I am not quite sure as a paper conservator.

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I was going to add briefly that something to consider is also if the material is coming into contact with other more delicate materials so if you talk about something like the jewel case that you have in your collection, obviously you can wipe that down and is not a particularly rare material or delicate or anything but if you then have liner notes or something else that is with in that case, be very, very careful about contact that more delicate material might have with the dissent acted. Disinfectant.

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Another question, wouldn't the bags used to wrap the materials get contaminated too. Would that need to be quarantined.

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That is what's happening. But the upside to that is because you are bagging them and them placing them in quarantine, they're going to that exact same process and when we talk about bagging you do not have to bag items if you don't want to. I think it can be helpful vertically for smaller institutions that have less dedicated quarantine space available. He could be a nice way to make sure that people are putting the collections materials into something and then not touching them again throughout that quarantine.

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Point of clarification. Are you saying that you recommend putting all books in a bag and then do we put each one in a separate bag and then what about larger books?

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No, you absolutely do not have to bag everything. Again, it's a technique that you can use to isolate materials but if you are placing something like an oversized book on a shelf and making sure that it's in a dedicated quarantine shop and nobody else will be touching that item, that completely is fine as well. From everything that we have been able to see research-wise, there's no reason to think that things need to be bagged individually either. It really is just the time itself that inactivates the virus. So we are not super concerned about limiting oxygen flow by stacking books or anything.

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Where does Contact Paper come in as far as length of quarantine?

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Well. I don't think I've seen anything specifically referencing that. But because it has typically a bit of a plastic type coating, personally, I would tend to err on the longer side of quarantine. So thinking that 3-7 day period based on the research that we have seen thus far.

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Another question, is the quarantine time different for soft surfaces. We have a teacher's resource center with puppets, stuffed animals, etc. , what would the quarantine time be for these types of materials?

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Great question. Off the top of my head, I do not remember what the current research is suggesting for soft surfaces. But you do have some links to that in the embedded resources . I think I will try to bring up one of those studies real quick to see if I can find you an actual answer. Jamie, if you would like to ask the next question.

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Before you go on, I would think also as far as soft surfaces, it could be related to like how COVID sticks on clothes. That's considered a textile I would think is the

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That's an excellent point and in some cases you may actually be able to launder those materials which would be sort of the ideal option. I do believe those guidelines out there that's more specific.

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If you wear gloves and a mask, is quarantine still needed?

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Yes. I should say I guess it depends on what you're asking. If you are the only person I guess accessing materials and wearing gloves and a mask, maybe not. You are certainly a lot less likely to be transferring the viral particles. That is where it gets into your own institution's tolerance for risk. Unfortunately, we don't have all of the answers for all of the different possible scenarios just yet. I would say that seems much safer but if you're talking about wearing gloves and a mask while transferring materials or paging materials for somebody else for them to look at, the more people that are coming in contact with the item, the more likely that it should be placed in the quarantine.

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Another question. Would it not make more sense to simply move items from the book drop too quarantine so as to not expose the large number of staff. And check them in after quarantine.

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Sure, that's totally an acceptable method. Keep in mind, using a book drop so it's fairly homogenous and the materials being returned but if you have a mix of paper-based and plastic-based materials and you want to quarantine altogether, you may want to stick with the longer quarantine time to ensure that everything had a chance to really go through the full process.

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Gloves. You mentioned having staff wear gloves when moving items through quarantine. What about handling items after quarantine? The asymptomatic aspect of COVID-19, should the staff wear gloves anytime the touch material?

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I think that's a fine practice to put into place. We certainly want you to wash your hands if you are about to handle materials. Again based on current research and CDC guidelines, that will get your hands clean enough to be safe to handle any books that you have. It really is up to your institution and what you feel will make the most sense for your staff and what you really can employ.

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I work in the federal records at center and would be handling large volumes of paper records that have already been handled by people collecting and distributing records. I don't think it would be possible to implement pointing . Would it be acceptable to wear gloves whenever I'm at my desk. Should I be concerned about damaging the paper by wearing gloves all the time.

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Sorry. If you want to add to this you can. Of course, we do not recommend handling paper artifacts with gloves because your sense of touch is very limited and there is a risk of damaging the paper. I just believe, a huge advocate for handwashing. Don't touch her face, make sure that you are very aware of that. And that's what the CDC and everybody has been telling us. Regular handwashing and making sure you don't touch her face. I will pass it off to Stephanie .

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No, I think that is a great answer. Again, if you are washing your hands and not touching your face, then you will not transfer those viral particles. My only hesitation there is the idea that the institution can't implement quarantine because I do think that gets back to sort of the consideration that we want to be providing all of our services at the pace we would normally provider services and the reality is that we are all going to be needing to slow down a little bit. It may be worth talking with your colleagues and supervisors and really exploring if there are ways to quarantine materials. Maybe you decide that you don't need to quarantine everything but some you need to quarantine. You should probably have a discussion that you have amongst your institution.

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It is very important to consider modifying your practices to accommodate [ Indiscernible - low volume ].

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[ Silence ]

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Next question. Do you treat the archival enclosures that have the [ Indiscernible ] Finish as being [ Indiscernible ].

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I'm sorry were you asking about papers are more enclosures that are made of a different type of material, I'm unclear.

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The Hollander boxes.

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Oh, okay. Plastic coating. I would say yes. And I also notice there was someone who mentioned the book room bound books. I would think they would be -- I would recommend the 3-7 days.

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Curious about the potential of electrostatic misters. Have they been missed mentioned in various reopening document so I'm wondering what your experience with them has been.

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We have been talking about misting quite a bit and I suspect this is another one that Tahi has strong feelings about.

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We, again, nothing, we would not recommend that. The time is the best [ Indiscernible - low volume ].

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It has been interesting as we looked into some of the options that are out there. In some cases there is very limited information on exactly what you were misting over everything. It is not something we recommend.

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Is there an app prep plan?

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Oh, that's a great question. To my knowledge, it's offered as the downloadable templates but I don't believe they have an app, it seems like something that people would want that as well but that's really easy to download and use and you will want, everybody at your Institute to work from the same document. So you know having something you can then share with everyone is a nice way to do that rather than maybe having people try to mess around and make changes on the app themselves.

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Using UV light for sanitation not recommended?

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We do not recommend that at all. Again, this is something where Tahi, feel free to jump in, UV light is damaging to collections. And I believe I mentioned earlier, you actually need to expose materials to UV light for a fairly long time at a fairly high rate to actually eliminate viral particles. If we talk about materials like books where you have actually saw many different surfaces when you think about each individual play page that someone has touched it is not practical to even try to disinfect using that method

because you sensually would have to flip page by page to disinfect each set of pages. But on top of that, it's very damaging to the collection.

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Yeah, I am constantly advocating for limiting any UV exposure or general light exposure when it comes to collections. Because UV light cannot only discolor the paper and ruffle it over time, it can also fade the media. You have two things going on that are both very damaging and in some cases not reversible.

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Do you have guidance on having non-staff individuals follow CDC guidelines when in the facility?

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Well, I am guessing at this case you referring to your patrons. I do frankly think that is going to be one of the challenging aspects of reopening. We did include some printable pieces from the CDC and the slides so there are links to those about properly washing your hands and keeping social distance. And you may, based on the policies you put together for your institution, want to create other posters and handouts that discuss access to procedures that talk about mask wearing and anything like that. I do think because well most of us are being forced to reopen on a much smaller scale and capacity, I think replaces that maybe aren't being forced on a state level to do that, it is very much a good idea to start small because that will allow you to better monitor people and get a sense of behavior and as people are entering the facility. I will say that I am attending 8 AM virtual conference this week and there was a director from one of the museums in Beijing that had actually reopened and they are in a really large space so in terms of the square feet they have available for per person, it's pretty great place to be to begin with but they said for the most part the reopening process has been really well observed by patrons. I am hoping that for most people it goes well and the United States.

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How often should staff the washing hands with soap and water?

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The CDC has great guidelines on that. I would say always look at them first but some of the big things they mentioned are obviously if you cough or sneeze then if you do so in your hands you need to obviously wash her hands. If you are coming into contact with high touch surfaces that other people are contacting, railings and things like that, wash your hands or use hand sanitizer. And then for questions perspective we will recommend washing your hands before touching collections materials and again especially true for talking about archival materials rather than circulating collections. It is important just to have clean hands and not be transferring salts or oils or anything like that onto your collections materials.

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Does wearing a mask while handling materials affect the need or length of time for quarantine?

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Similar to the question we had earlier. I think anything you are doing to limit the spread of viral particles is great. And if you are talking about materials that may be only a staffer is handling and moving everything while wearing a mask and gloves, you may

not feel that you need to have a quarantine. We don't have exact numbers unfortunately on how many viral particles are still potentially being expelled during that process. So typically, especially talk about anything that is being touched by a larger number of people including patrons, we would be recommending quarantining material still.

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In the UK we are recommending a two meter social distancing between [ Indiscernible ]. When you are back to work, what distance would you recommend?

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That is actually exactly one of the things that I would recommend following, whatever your local guidelines are, two meters is approximately I think is the six-foot recommendation that we are following in the United States. And that doesn't change, if you are reopening you are expected to keep the safe space between yourself and your coworkers and patrons. It is not our expertise at NADCC but actually, gosh, I don't know if I included in the resource list but the CDC has a really great guide all about different types of community schools and workplaces and events that you can reference it really help there we go, their community and safety safe space organization. Some of the pieces they put together for that, that have great ideas for helping to enforce the distancing amongst people.

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We have a couple of questions about the reserve materials and how to make that material safe like one person was asking about light disinfecting. Of course we know that we don't recommend that but what do you recommend for reserve has checked out more frequently on a two hour basis?

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It does get tricky there. This is where we really may have to adapt our services in different ways. Let's say we're talk about something like a study guide that gets accessed very frequently like at a university library. If you are able to have that in some sort of digital format, that will help you out in nervously because then it can still continue to be used at that level without anyone having to touch it. If it is material that for whatever reason can't be digitized or institution does not have the capacity to provide in a digital format and people are frequently touching it, that may have to be a service that is adjusted. Again, I note that none of us want to do that, we are so patron focused and want to help out our audience members but certain things will have to happen at a slower pace for a while, to ensure safety. Which is ultimately the larger piece that we need to stay focused on.

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Another question, do soil gloves need to be put in containers with the lid and not a regular garbage can?

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I would check with CDC for that, that's not something that I'm 100% sure on. I would say in general you certainly want to be or start to demonstrate physically and you can not see me but if you take off your gloves in a way so not touching the gloves with your bare hands. So you're removing them and you want to put them in the trash and make sure that nobody will come in contact with it. So this is the time to have Trish that that is not overflowing. Or mixed in. So whether it should be completely sealed, I would recommend checking with CDC.

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Do you have any specific tips for paging procedures to prevent contamination?

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I think some of what has been mentioned already so making sure that people are wearing gloves and masks, that will be helpful. You can take a look at reopening plans from some other libraries and archives across the nation. A lot of people are making sure that the materials themselves are actually placed into bags to minimize the amount of contact that a staff member even has with the individual item, even if wearing gloves. If it's a paper bag and potentially labeling with the name of the person who will be receiving the material and things like that.

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Does the quarantining of materials use a trick for killing off the virus? A

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Yes. You won't hear researchers talk about killing the virus, just because -- that everybody thinks it's really life but the time that the items are in quarantine is what makes it so that the virus is no longer a viable. That means that there's no way for you to then get sick. There won't be viral particles that can infect you.

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How about CDs and DVDs. Two days need to be quarantined as well? Yes, absolutely. They will fall under the plastic category. So certainly the 3-7 day period. I suspect any CDC will increase that recommendation to the full seven days but that's something you can check our leaflet and the upcoming weekend she we should have a final answer for that.

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Another question. Have you addressed the fact that if washing hands for 20 seconds with soap works but then the bleacher alcohol product needed and why not?

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So if we talk about our handwashing, handwashing with soap is absolutely the ideal way to keep your hands clean and prevent you from spreading viral particles. We are not going to be encouraging anybody to use bleach or alcohol on collections items. If you are talking about some of those high touch surfaces, in that case we are defaulting to the recommendations coming out of the CDC and many products do contain different types of disinfectants including high levels of alcohol. That is really for those like nonporous, high touch surfaces like lights which is, doorknobs, things like that. That is not going to apply to collections material.

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Another question about gloves. We are planning on having patrons and staff wear gloves such as those you recommended when handling our archival collections. How would we handle the need to change gloves between every collection item? Does this sound like a good approach for allowing access to a private collection.

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Archival collection.

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Again, this is going to be up to your institution. And your tolerance for risk. And everything like that. Personally, I would say if someone is paging materials and so touching multiple things in a row like to bring them out to someone, I think you can do

that safely and then maybe need to -- if you then take items back to safe in quarantine and that becomes the point where you really need to swap gloves out. You will have to figure out what your workflow looks like at your institution. I'm sorry that's a little bit hard to answer definitively. You will have to look into your own procedures and kind of troubleshoot that as you go.

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It looks like we are out of time. There were a ton of questions and I'm sorry if we didn't get to yours. We have placed a webinar satisfaction survey at the bottom of the chat box. We would appreciate it if you would fill that out and it helps with programming here as well as the north document Conservatory center. I also want to thank our presenters, they did a fantastic job, this was a wonderful webinar that everyone has been looking for this information and I want to thank them and thank you for tuning in and look forward to seeing you at the next FDLP Academy webinar. Thank you all.

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Thank you, we enjoyed speaking with everyone today.

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Thank you very much.

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[ Event concluded ]