

## COVID-19 and Collections Care: Part Two

Please stand by for real-time captions. Good afternoon and welcome to the FDL pit webinar COVID-19 and collections care part two my name is Jen his and with me here today is Ashley Delen who will be assisting on technicals for. Before we get started I am going to walk you through a few housekeeping reminders and to start off with you are going to introduce our presenters Stephanie Guerra follow reservation specialist at the Northeast document conservation center where she provides reservation information and outreach including assessments, consultations, training programs and disasters is. She has 10 years of experts in the Museum and archives field with particular interest in preservation elections management and aiding institutions through periods of change and growth her previous will include working with contemporary artists and site-specific installations at low torquing which, grant objects and archives at the Fuller craft Museum and media material cultural is mutually little culture at the Armenian Visio of America in Watertown Massachusetts. She holds a BA in political science from Boston University and MA in Museum studies from Harvard University extension school.

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Talkies LL has worked in the field of conservation since 1999 and specializes in conservation of works of fine art on paper and where [ Indiscernible - low volume ] and objects and vellum and she is extensive experience in advising clients on treatment options and in developing proposals. Base from her office in Greensboro, North Carolina, Tahe Zalal travels that the has been as advocate a preservation and conservation by advising museums, libraries and archives professionals in caring for their institutions collections. She enthusiastically shares her expertise with every kind of organization from volunteer on historic sites to large collecting institutions. She earned a BA in art history from the University of North Carolina at Greensboro and she serves on the board a preservation at Greensboro and is a professor or professional associate of the American Institute for conservation or the AIC. Now if you have any questions you would like to ask the presenters, or if you have any technical issues, please feel free to use the chat box which for people on the desktop computers and laptops is located in the bottom right-hand corner of your screen. I will keep track of all the questions that come in and at the end of the presentation our presenters will respond to each of them. Now we are recording today's session and we are also going to be emailing a link to the recording and slides to everyone who registered for the webinar. Will also be sending you a certificate of participation using the eel that you used to register for today's webinar. Now if anyone needs additional certificates FDLP because of the people are watching the webinar with you, please email at outreach and in the pit.gov as well as the addresses and email addresses of those in and certificates of laptop users [Indiscernible - static] been presented click on full screen button in the bottom left side of your screen. Attracted a full-screen mode mouse over the return or blue bar at the top of your green so it expands and then click on the blue return button to get back to the default view and finally at the end of the session we will be sharing a webinar set a section survey with. Will let you know when the survey is available in the URL will appear in the chat box. We would very much appreciate your feedback after the session including comments on the presentation style and value of the webinar. With that, I will have the microphone over to our presenters and that will take it from here.

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Thank you, Jamie, so hello, everybody, that Jamie said this is collecting and collections care, part two and this webinar is an update of a presentation that Tahe Zalal and I gave in June so if you attended the earlier session, you will see some familiar from Carol but we have updated our advice based on the latest research and or reopening guidelines that are coming from the cultural heritage feel. You know what? I actually cannot advance the slides right now and I am wondering if Jamie or Ashley if you could set me up to do that [Laughter]?

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You should be able to because you have the ball. 01 and then clicking the arrow to the right? I apologize, I clicked the wrong error [Laughter].

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There are three of them, no problem.

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For anybody that is not familiar with an EDC seat where the oldest regional conservation center in the nine states and located just north of Boston and Andover, Massachusetts and our labs provide conservation treatments for her basement, including books and photographs and we also provide audiovisual or actually primarily auto reformatting services and preservation services department which I'm a part of is essentially the outreach and educational branch of once we provide workshops and webinars and travel all over the country for preservation assessments at different institutions. Take is our outreach conservator and would you like to say hello to everybody ?

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Hello, everybody, glad to be back [Laughter]. I look forward to answering any questions that you all have.

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Take experience as venturing conservator meaning that she is really amazing what some of the technical questions you might have so if things come to mind throughout the presentation, just hold onto them so or until the end because we are allotting a full 30 minutes for the Q&A and happy to really answer into those ordinary questions that might come up for you all. Chevron here is an overview of today's presentation and we will touching on quite a few different topics I went back on information on COVID-19. Disinfecting books and other collections. Talking about staff safety and remote monitoring operations and emergency preparedness information, continuity of operations planning. And then some reopening specific information that is come about more recently as well. We will also have some resources provided at the end and the Q&A session at the end that I mentioned now the advice we are offering today is based on the current research available from the medical and scientific communities regarding COVID-19. In particular we are sourcing from the centers for disease control prevention research conducted by our ELM which stands for reopening archives libraries and museums and I will talk about them a bit more in a moment. And independent scientific studies regarding the lifespan of the virus and you'll see quite a few links embedded into the slides for the presentation and there is also a large list of resources available at the end. As I'm sure everyone is aware sorry Scooby Doo is that there is that causes COVID-19 and research on the virus is still ongoing so we have certainly seen shifts and guidelines since January of this year when the first case of COVID-19 has been confirmed in the USN it is possible that certain guidelines may continue to evolve as we learn more about the virus so definitely want you to be encouraged to keep up-to-date on trepidations that are coming from Google public health office and of course, prioritize human safety during this challenging time.

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This slide will look familiar to anyone who attended the first webinar but I think it is important to reiterate the official guidance coming from the CDC regarding transmission of the virus causing COVID-19 payment one of the most important things to note is that public health organizations odds of transmission by circulating materials is actually quite low. In general, they are saying that porous paper-based materials are not great mediums for the virus. This is why holding a general election by mail in vote is considered safe and that is why the CDC advises the risk of infection from food packaging is also quite low. And the other hand nonporous and high touch services like light switches and railings and things like that could pose more of a risk of transmission and that is why the CDC recommends frequent cleaning of these high touch services with EPA registered disinfectant. I've included a resource in our list at the end of this webinar that focuses on cleaning your facilities and walks through some of that

information a bit more detail. It also links to appropriate cleaners for a range of different surfaces but rather than being easily transmitted through contact with surfaces, the primary mode of transit is through close person-to-person contact. Respiratory droplets produced when an infected person coughs, sneezes or talks to land in the nostrils of people who are nearby. Or possibly be inhaled by the lungs. This can occur even if the infected person is asymptomatic. So this is why there is so much emphasis on social distancing throughout the pandemic and it is why there has been an increase in assisting on wearing a mask when you're going to be in contact with people and it is like many states are requiring that businesses have very strict capacity limits during these earlier phases of reopening.

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Now this is actually good news when it comes to our collections. Throughout the pandemic, we at NEDCC have been getting questions from institutions about the best way to disinfect books and other collections materials but as we just discussed, contact with those soft, porous surfaces, which does compromise the majority of library collections those are likely to contribute to the spread of COVID-19. Having said that, we are still recommending that patrons exit [Indiscernible - static] and we have created a preservation leaflet to provide guidance on this topic. Will continue to update the leaflet as new information about the virus is released. And our most recent update was on August 10. The link to the leaflet is on-screen and do not worry I am also going to dive into the recommendations in just a moment. For anyone that is unfamiliar with our preservation leaflets, they are a very long-running series that address everything from preservation planning to emergency management, and they're all available for free on our website so I would highly recommend you check them out.

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While NEDCC has been looking at a broad range of studies regarding transmission and attenuation of the virus, much of the cultural heritage specific research is coming from the well magic and if the OP actually hosted an excellent webinar with the director which I suspect many of your tent so I am not going to get too in depth getting the project but for anyone that is not familiar with REALM is it a collaboration between CLC and the Institute of Museum and Library Services Patel in which you are conducting research on how long the COVID-19 virus survives on materials prevalent in libraries, archives and museums. CLC and LMS are the organizations selecting the materials to be tested. And then Patel has worked to obtain and expand with those material and viral agents. At this point the results from three rounds of testing have been released and a fourth round is in progress. You can access test results through the link on-screen as well as further information on their testing methods and future plans.

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Many of the other studies out there have focused on transmission within hostile settings, which is obviously incredibly important. Involves different materials than what we might find in our collections, as well as different operating constraints and risk factors so having these cultural heritage specific research projects is really important as we all move forward with our reopening plans.'s I should mention too that REALM has a nice literature review on their site too and that is also what great introduction to the wider field of research going on so you can certainly check that out as well if it interests you.

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Based on the research that is coming from REALM and a studies, NEDCC continues to recommend putting an collection and it says absolute safest and most effective way to disinfect them after handling by staff or patrons. However, we have no updated timeframe for quarantine, and that very Besant material type. Minimum three day quarantine is recommend for Lane paper pages inside of a book. Paperback and hardback book covers. DVD cases, archival folders, and plastic coverings made of polyester film so things like my life. That REALM projects around but into a test with specific materials as well as a number of other materials on relevant general 8% document and attenuation of SARS-CoV-2. Cyrus and up to three days I say up to three days particularly when looking at plain paper there are

some studies that indicate that 24 hours is enough time in the information is not entirely consistent yet so we are urging people to just err on the side of caution and quarantine for the three days. For these material types. Chevron

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Testing has shown that the virus [ Indiscernible - low volume ] on certain types of paper for slightly longer timeframe. Therefore we are recommending a four day quarantine for glossy book pages, magazine pages, children's board books, and braille paper pages. While collections at a library or archive are likely to consist predominantly of paper-based materials, they still have other mixed-media pieces or three-dimensional objects in your collections as well. We do not have comprehensive attenuation results for every material out there. And again, honestly some of the existing studies do not fully agree on the timeframe in which the virus can lose its viability. Some studies testing SARS-CoV-2 on general material to , things like plastic and stainless steel, again those research studies that are really originating from hospitals or looking at the hospital environment, some of this have found that it takes up to seven days for that for attenuation Twitter. So keeping that in mind, this would be an appropriate pointing peers materials. As well as any other collection items you are little bit uncertain about. Example of that would include the musical clock on the screen so this is an object found at the Getty but very complex sent made of bronze and enameled metal, glass because of, brass and marble. Looking at the range of materials, it would be completely reasonable to again err on the side of caution and quarantine the object for the seven days following any handling that may be incurred for research purposes or following an exhibition the installation or anything like that. And even though we do know so much more about SARS-CoV-2 that we did does a couple of months ago there is a relatively small number of studies that are looking into these attenuation rates. We are not at a point where we have tons of peer-reviewed literature and complete consensus form researches regarding transmission and viability of the virus. So due to this, institutions may prefer to continue with the seven day quarantine for other materials. This is what we recommended at NEDCC earlier on in the pandemic before some of these collections specific materials that if it might be what your institution feel working with. There certainly no harm in quarantining for a longer time if it makes her staff and/or patrons feel more comfortable. As were quarantining itself, if you have a dedicated room that you could use, that great, really going to be your ideal scenario. Example, maybe have a processing room that will normally be used for new accessions and that you can currently repurpose as a quarantine space. Was the laborers that were in contact with at NEDCC are providing curbside pickup for the patrons and the scene make very active use of those services. What that means is that the quantity of materials coming in and out of those libraries really does necessitate a decently sized quarantine space. On the other hand though if you are working at a small institution, you are providing for limited access to materials at the men, you may find that simply placing items in bags of the quarantine period is over also works well and it will print anyone accidentally handling the materials while they are quarantined. And that Casey will just want to avoid tightly sealing the bags because this can create potentially damaging microclimates obviously we do not want to trigger mold growth or anything like that while we are trying to eliminate one problem and essentially replace it with another.

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Regardless whatever set up you choose, picture you are tracking your quarantine periods clearly. You can see there are notes on the shelves, tables, bins and those bags, the images on the screen for this tracking is really important. There -- those of you with automated handling handlers [Indiscernible - static] soulful bins could be labeled and move directly to a quarantine spot which is very similar to what you see in the image on the right. Automated sorting processes and really most chicken processes will connect to your integrated libraries them to things the status of the item picked out to on shelf or to another relevant status. There is also usually ought to have books go into the sorting status for a day or two, just typically to give staff time to physically get those items back onto the shelves at the status

areas could also be edited. In the conservation we are dealing with you could to call this delay quarantine or you might choose to insert a new 3-70 Stratis. With that title before converting it into sword and this could be an excellent way for large institutions to track their materials while still carrying out an effective quoting.

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Last, I should mention that the bins and the boxes that you see on the screen, these are really represented the Orangina circulating materials. If you're dealing with rare books or archival materials, you do still need to pay more attention to appropriate storage techniques, so for example with whereabouts we would want to see volumes under 12 inch of upright and supported by book as to prevent leaning. Oversized volumes could be shelved flat but in stacks no more than two-three books I and be mindful of the way we are storing the sentence because we do not want to cause mechanical damage through improper storage during quarantine. If that is an area that would like a little bit more advice on, NEDCC does have quite a few flats and I believe it is went to 4.and that really focus in on storage and handling in general and get into the topic and I'm more depth in the prime works.

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Now, unless you are a trained conservator, the only cleaning or repair you should be doing on collections is really gentle surface cleaning so we're talking very basic testing with a soft brush or dry cleaning sponge. Never went to apply any liquids or chemicals to your documents or your photographs and that really needs to be something that is left to trained conservators. Frankly this advice that we always get, but it is still true even during the current pandemic. Is a liquid disinfectants would be harmful to the library and archival materials and it is not recommended. UV ray exposure as a means of sterilization is also not recommended. And not only are the UV rays themselves harmful to materials, but research has suggested that you need a significant amount of exposure, something along the lines of 40 minutes of exposure at fairly high doses in order to actually inactivate the virus using UV rays. And if you're using this, it is still not going to disinfect the places that the UV rays Mr. And exposure so think about something like a book, you're not going to be able to go page by page and does in fact an entire book in that manner. Microwaving books is also not recommended. And that could actually start a fire if there's anything metallic embedded in the book like a radiofrequency identification tag. This is one that we are not really seeing the staff of libraries or archives considering, but unfortunately we are hearing of cases where patrons try to disinfect materials on their own by microwaving them. I would highly encourage you all to share your quarantine policies vary widely so that your patrons are aware of the safety measures that you are taking the collections. I believe that will help to discourage you from attempting to disinfect materials on their own. And again that is obviously going to be a concern with circulate materials rather than with whereabouts or archives.

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Recently we've also had questions coming in about using fogging disinfectants. This is typically people who are looking into sword of building wide disinfectant disinfectants and first thing I want to point out about that is that fogging is actually not a method recommended by the CDC or EPA. That is only because we still do not have any testing to show if it is actually effective for any standards really to apply to using that week. The EPA's currently researching this option. But it is without it there is no real essence yet to indicate this is the method of eliminating SARS-CoV-2 so with that kind, we also do not recommended within collections basis which are really rare or archival collections at that is largely because many of the products that we are seen it advertised for fogging are actually highly alkaline and that alkalinity can cause iteration of paper including some very visible signs like yelling and implement. Again, where trying to be very mindful and choose methods that help to reduce the risks of viral exposure but that are then also causing harm to our collections materials. I know that seen a whole list of things that you should I do can feel a little bit stressful but it is really okay because we know that

quarantine materials works and it is completely safe for materials, and it is a completely effective way to care for your collections at this time.

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Staff safety is also incredibly important during this time. We obviously do not want to be putting anybody at risk of infection and if you have access to disposable nitrile gloves you may want to have staff members wear them when moved materials into quarantine. Less should be immediately removed afterward and if you are using them so that they are not actively spreading germs to anything else such as by touching a doorhandle or a lightswitch with the gloves still on. But having said that frequent handwashing is really even more important than wearing gloves, and staff should be encouraged to wash their hands for 20 seconds after handling warranty matures as described by the CDC. The patent we linked to on the screen also has a person on the CDC handwashing campaign called like this better with clean hands includes posters and fact sheet you could print and hang within your facility to help encourage healthy habits of both staff and patrons when you are able to reopen.

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The art services worker safety coalition has also created a really great website devoted to safe practices for art service workers during the COVID-19 crisis. They are in a slightly different sector but there is a great deal of overlap between some of the things that discussed including the shipping of materials and inhaling that and handling by staff and also fantastic chart that they have greater suggested PPE or protective equipment. And it is extremely easy to use because it actually breaks these suggestions out for what employers should provide based on different types of positions so office workers, janitorial staff, and more. It is really, full.

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You may have seen hand sanitizer listed as a necessary supply on that last slide. It is absolutely important to prevent sanitizing stations for the public and for ladies who may be interacting with them regularly. But I think it is also important to acknowledge that a study from the Library of Congress indicates that hand sanitizer's to have a negative impact on our to collections materials. Although it is not immediately visible, hand sanitizer can leave behind a residue on materials. There is actually a really great talk at the EIC if you ears account given by a forensic scientist who speciality his finger marks and they showed that very clear finger marks are left behind by hand sanitizer. At any rate, Library of Congress tested various kinds of hand sanitizer under papers and the research shows this residue will call us discoloration as papers age. Apollo Bay sanitizers are shown to be more damaging than water-based ones in this respect. No of course alcohol-based hand sanitizer is also more effective at sanitizing and at the moment only alcohol Bay sanitizers are recommended by the CDC for detecting against COVID-19. So if you look at all of this information together, we can conclude that hand sanitizer is fine for circulating collections but if you are handling rare or archival, it is best to avoid using that instead really recommend you wash your hands with soap and water especially since handwashing removes the dirt and the oils from your hands which could also pose problems for as hand sanitizer does not do that. Handwashing is also broken into the CDC asked preverbal to Senate for preventing the spread COVID-19 early if you do have dirt or other on your hands. So it really best choice all around. But again this is a varied collections oriented recommendation and for any very events are for staff that are dealing with patrons making that has available is still a great mitigation tactic and you just want to keep in mind that for handling rare materials, remaining slightly different protocols and practices to put in place and to really provide access to wash stations although again, even for those staff members were predominantly dealing with patrons having access to wash stations is still going to improve their safety as well.

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Remote monitoring of collections continues to be a really important consideration for organizations. Even as institutions reopen, we are seeing many of them are running with fewer staff members is normal and on-site operations are often so very limited. So this means our ability to monitor collections

is reduced. And that increases the potential impact of security problems, water leaks, other incursions and even things like mold and pest. And as we have clearly seen at this point, most recently in some of the southern and western states, spikes in virus caseloads can trigger further shutdowns in areas that had been previously nifty restrictions and opening back up, so frankly, we are all likely to continue to experience periods of limited physical access to our facilities in the advantage that we have at this point is that we can take the good practices and the lessons learned from both our personal traits is in the broader cultural heritage community so we could be much more prepared for any future closures.

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The Australian Institute for the conservation of cultural material and the Canadian conservation Institute have some great resources on closing institutions down. And there are measures you take in advance of the closure as well as some could implement even if you are already close down. The EIC CM resource includes guidance for stages in an unexpected closure as well as steps that you can take when the closure feels possible. There is suggestions for what to do when one can enter the building and when a skeletal staff is able to enter and staff could start to return to normal operations.

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One of the maintainers from both of these documents as well as any NEDCC expense with climate -- with clients, is that it is really important to focus on looping in any essential staff numbers that you have so for instance, if there is a facilities manager who might be allowed to periodically check in on your building even if your collection care staff cannot, try to make them a part of your care staff, right? For the time being, we always want to encourage collection staff to build strong relationships with facilities and typically we find that expanding how their work impacts the preservation of collections, and really putting them in as partners in preservation is a great tactic. I would encourage you to work on strengthening the relationships even once we are clear of the pandemic, but right now having conversations about where trouble spots may be in your building, such as an area maybe in collections storage that may be leaks in heavy rain and that is great start there may also be able to share basic and bare-metal information with you or check data lockers that you have in place in the building. Fortunately with data lockers there are also an increasing amount of remote monitoring options available and I link to one option on screen that is through hobo, and other options on the market depending on what system you use.

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While the pandemic is a different appearance, than anything that any of us have been through before, many emergency preparedness measures still apply. And hopefully you have a disaster plan in place that you've been able to draw upon for guidance. Is like extended closure procedures are very relevant right now even if they were initially treated with a different type of disaster in mind say like a hurricane and this is actually good principle to remember. When something is terrible as a pandemic occurs, it tends to draw everyone's attention and planning energy for very long time, sometimes well after the threat has passed. To a certain degree, business completely appropriate and we need to know how to deal with some risks that of a specific to the COVID-19 pandemic and we need to make sure that we are remembering what we have learned. However, it is also really important not to lose perspective, especially since collections care professionals tend to be so overstretched with work already. We want to be sure we are not falling into the trap of only preparing ourselves for what has most recently occurred. It is important to consider how the steps that we take now to prepare can be relevant to us for future disasters that are not necessarily disease outbreaks. That's what we tend to refer to as all hazards planning. It hits you to develop a plan that meets your institutions needs for variety potential risks. If we're taking a look at some of the immediate lessons learned from COVID-19, many of us have really set we need good methods for monitoring our buildings when we cannot access them and we need good methods for allowing staff to work from home. And if you are really thinking about some of these, that could include infrastructure outlets such as interview. The to institution networks, so taking a

look at all of these different factors, you could certainly put them into again something like an extended closure procedures rather than a pandemic procedure and focusing on planning and that way will help to make sure the work that you are doing have a lifespan that last well after the pandemic and that your efforts are really as relevant to your organization in the future as they are now government.

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You can get started actually on some of these processes pretty easily and even by updating contact sheets or grading a pocket response plan if you do not have one already. A plan as it is often called and these are especially great to work on right now since they are things that staff can work on even if they are sort of spread out as the people are so working remotely while some people are on-site. I did include a link to a really nice template for prep plan that was put together by the Council state office or see OSA and it makes it really easy thing to take up with something that will very much benefit your institution. If you already do have emergency planning resources available, I would also recommend that you continue to draw on the certainly as you navigate the pandemic, but that you also think of it, about whether they really meeting your needs.. Find some revisions would still be helpful. And if your institution doesn't have the resources at all I would definitely recommend prioritizing their creation. I was going to say one thing or when things turn to normal but obviously whenever you can start on out will be a benefit to you and they really do help you prepare for both large-scale and slowly disasters and you will need to use planning in the future and hopefully not for another pandemic or anything of this scale, but every institution ends up doing with at least a water emergency at some point in time.

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Continuity of operations planning is a field that is adjacent to emergency preparedness. In this case it is not so much about saving lives or protecting buildings, but it is about protecting businesses, by ensuring critical functions stay operable even during emergencies. As I mentioned, COVID-19 has made it so we cannot physically enter the building which means we need to find alternate ways to carry out our critical functions. The libraries have made leaps and the use of their digital content and virtual programs and have remained freely deeply committed to meeting the educational needs of students and researchers. these are all aspects of business continuity strategies that help libraries to care the critical functions in the face of the global pandemic. And honestly this is an area where federal depository libraries can be a little bit ahead of the curve versus some other organizations, because of their skill set surrounding the management of digital collections. Since there are so many federal publications that are only available as electronic documents, and our experience, a lot of of the LP members tend to have some stronger reservation and access policies surrounding your digital materials and that can really be a good strength to lean on right now in your continuity and your reopening plan. Because it really does allow you to feel these critical functions of access while minimizing physical contact with collections materials and with patrons. Matter any institution that does not have a business continuity plan, NEDCC does have a workbook that could help you get started and I will point that out when I get to the resources at the end as well. Seven as institutions start really considering the reopening plans and procedures, or if they need to take a step back and reevaluate some they have already put in place, focusing on these critical functions that you identify within your continuity plans really helps you to use your limited resources wisely. There are also some really great pandemic specific resources to help you with your reopening. The ALA has aggregated responses from almost 4000 institutions which includes K-12 schools in college and University's, public another libraries, all across all 50 states that document the shift in services by libraries to support students, faculties, and their communities at large during this crisis. Many have implemented curbside pickup, delivery and by appointment services. And anticipate continuing the services. During at least the initial phases of reopening. Survey also makes note of anticipated attorneys as libraries begin reopening and is a pretty helpful resource as you start creating some of your plans. ALA has created a plan for reopening checklist which of of organizing all of the different inputs to consider so things like the federal and state governments but also coordinating those



with considerations that are very specific to your institution. As places have begun reopening across the nation, some institutions are also sharing their plans for others to review and to use as a base. AASLH is a great resource for these and they include plans for levers and archives are not just historic sites. It is a really nice range of plan that you can look at four institutions of different sizes and different patron needs as well. Because we are focusing on collections though for this webinar, I really want to remind you to factor your quarantine and access processes into your plans. I know we all want to get things back to normal as quickly as possible but reality is your services may be offered at a slower rate make sure you are taking these good practices that we are talking about regarding quarantine and incorporating them into your plan. Picture you have personal protective equipment such as nitrile gloves available for you staff members, and select those areas for your quarantine image or the information is documented and shared with all staff members. Training is really going to be key here for ensuring consistency across your institution. And for making sure that if adjustments are made but with your reopening, that again the message really travels to everybody within your organization.

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You may also find that some of those collections concerns I mentioned earlier, things like water leaks or for environmental conditions or pests need to be addressed once you have access to your building. Icon which is the Institute of closet [Indiscernible - static] excellent guide for dealing with the duration of the issues that may have occurred during lockdown as well as point to consider when you will be beginning the physical process of reopening so some of the other resources are really fantastic first obviously your processes and procedures and getting all of your planning efforts in place but as you actually start to embark on the physical actions of reopening, this is another great resource for that. And for many of these things you will really want to partner again with the facilities team. At NEDCC we always recommend that institutions keep on-site Lago building related problems and after returning from an extended closure, you'll want to review this log for any issues that have affected the collections. If a law does not exist, checking in the facilities manager regarding any work done during the closure is a great place to start and again this is something where if you do not have this in place I would highly recommend that you go about developing it with your team. Because again a log would be useful for you long-term and not just for the pandemic but for all sorts of scenarios. Additionally some institutions may have shut off or reduced their HVAC or air handlers during the closure in order to save energy and money during the shutdown. If that is the case, you may also need to partner with facilities to restart your system slowly, or even in phases so you avoid dramatic changes in touch her relative humidity

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As I'm sure you are all aware, paper base materials are hygroscopic and that means that they really absorb moisture in the respond to changes in moisture and relative humidity by expanding and contracting. In these dimensional changes accelerate deterioration and lead to visible damage so things like cuddling paper and flaking ink and cracked emotional photographs. When we are maintaining the stable environmental conditions, we reduce the dimensional changes that our collections expanse and improve the preservation outlook. But if we rush back into our 's, turn on HVAC and try to really quickly adjust the temperature and relative humidity even if aiming for better conditions, we can inadvertently stress the collections. Now you do not need to worry about this of the temperature or relative humidity are just a few degrees of percentage points off from the normal range, but if you have experienced a truly dramatic shift, so something that might occur, say in a poorly insulated historic structure where the HVAC was completely turned off, that you're going to want to keep an eye on how quickly permit conditions and return to normal and consider spreading the changes out over a day or two.

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We also recommend taking the time to survey pirate collections. Materials and spaces upon returning. In addition to your storage spaces make sure to review any areas where materials might be an displacer exhibition space is even less formal display spaces too and you might want to look for signs of pests and

insect trap that if you are running in a graded pest management program check your stick traps, Museum.net is good source for information and not sure if you're familiar with the website but is when we highly recommend as well. And keep an eye out for areas that have accumulated quite a bit of dust or other debris because it could also attract pests and can serve as a substrate for mold growth and look for signs of mold growth itself too especially in areas of the building that might have a history of water or humidity issues. Of course look for any changes to your collections items themselves, or any signs of warping, cracking, or the visible damage indicate a problem that needs to be addressed. You may want to complete a full condition report for any items that are showing signs of damage. As this really helps you to identify and to prioritize your treatment needs. Pairing this review of your collections and assessment of needs, along with a general access and reopening policy at your institution that has been worked on will provide you with a more complete reopening plan that really takes collections stewardship into consideration.

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Last, do not be afraid to ask for help. Especially if you do come back to a large-scale problem like water damage or mold outbreak at NEDCC we actually have a hotline for collections emergencies and where always happy to give you advice during recovery efforts. We also take nonemergency questions through our info at anti-DCC email we could provide guidance on proper storage and environmental conditions or anything else that is collections related that you are wondering about during your reopening process. I've also included a few salvage resources on site to help you evaluate the severity of any issues that you spot and to determine if you can manage the mitigation of those issues in house or you really need to bring in a conservative recovery vendor or other expert. Again and come hopefully most of you are not going to be coming back to anything too extreme, but keep in mind we are here to help if you do. And as we did in June, I would like to walk some resources with everybody to provide you with information essentially to continue exploring and as I said we know so much more about COVID-19 that we did just a few months ago but this is still a very complex and evolving situation. So this first page includes major hubs of information including FDLP resources of these organizations have been updating information from outsources as well as publishing their own guides and resources. These are all excellent places to start if you're look for information related to the pandemic and collections care. As well as for broader institutional concerns. The a CRL which is Association of College and research libraries, that resource is a new addition to the slide and it'll help a video on personal protective equipment and also a really good place for academic institutions to check on updates from parent organizations as college and universities continue to be open this fall.

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The sanitizing resources that I mentioned throughout the webinar also consolidated on this slide for ease of reference, and we also have some resources that are sufficient towards sanitizing your facility. These are not the methods or products that can be applied to collections. But they are appropriate for things like desks, lights address, doorknobs, and other really high touch services like that. The CDC resources particularly helpful because it discusses appropriate methods for different surface type so if you're wondering about electronics or services like carpeting, that is a great place to look. VP8 resources products that are effective disinfect against the COVID-19 virus and also provides you with brand names and active ingredients in the EPA registration information so you could be really sure about what you are looking for. And that third recess or resource list the, it is also EPA but discusses foggy as I mentioned earlier that the verdict is still out on the effectiveness of this month discussed the review process they've started and likely the EPA will be your best bet for checking back on fogging information in the future.

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The very last resource on this slide is toward another sector, but some of the practices I mentioned really to consider work is a cup and similar contact list every liquor get recommended highly as well.

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For general emergency planning these are some of the resources that we often use at NEDCC and recommend to our clients. There are frankly a lot of materials out there that could help you with emergency planning, and I would certainly encourage you to check with GPO recommendations and any regional tools or tools you might have access to is well in the first resource listed here was graded by NEDCC in the Massachusetts Board of Library commissioners in 2006. We are actually in the beta testing phase for relaunching the plan and it will have a really nice new interface plus additional information that was not available in the original plan but for now you can still access the original site and it is still very functional and has a lot of high-quality information that can help institutions in developing a disaster plan. And any information that you enter into the joint letter document will transfer automatically to the new letter to client so you do not have to worry about starting a disaster plan and using it or losing the information in the process or anything like that. Feelings on this light include templates and tools for disaster planning including risk management, preparedness and response and recovery.

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And then last, we do have a couple of materials that are available for you to download. The dropbox link include the PDF of these slides as well as any NEDCC business continuity planning workbook and a supportive document from arts ready. So these are all freely available to you to download and to use it whatever manner is most helpful for your individual institution.

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Okay, with that, I will say email then for both Tahe and I are listed on this light is really -- as well as NEDCC phone number and you can call at any time and we both have outreach and education as really cornerstones of our positions and we love hearing from people in the field so please if you have questions, even if it is not pandemic related, feel free to reach out and we are happy to reach out to I know that is a whole lot of information [Laughter], and we did intentionally leave a lot of tougher question so happy to open it up to questions now and just really start digging into any details that you guys are curious about.

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Thank you, 70 put the we do have some questions that were asked during the webinar so we will start with those. First question, we do have Linda but technologies such as headphones or laptops. Was a recommendation for them?

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Sure, in E-case when talking about Linda Boltz, not necessarily considered those archival rare collections, I would look to the CDC guidelines for wiping down electronics and things like that. That will be your best bet, and in that case is perfectly fine to be using disinfecting wipes and things like that on those materials.

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Okay, next question, is there any information recommendations for circulating materials delivered or received through the mail?

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Sure, actually -- I will bring up the name. Is in the list, for the CDC reference, which is an sanitizing facility, that slide, mail in partial delivery drivers need to know about COVID-19 and has some great advice that is very, very applicable for anything that is being sort of picked up or dropped off in that manner I would definitely recommend looking at that. In general, it is sort of the same basic principles we talked about with, you're not going to be at high risk to begin with from these paper-based packages or banks or whatever you have those materials in, so that is good news. But obviously want to be quarantine just after the they arrive and washing your hands after handling materials but I would definitely recommend you look at the resources as well.

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Do you have any preliminary information about how the attenuation of the virus relates to the infectious dose versus viability of the virus?

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That is an excellent question, and that is not my realm of expertise. Who think that I've seen coming out of research right now on the virus says that we do not totally know what that viral load look. In terms of attenuation though, that we seem to get really good numbers on so really paying attention to the type of material you have and concerning whether it needs the three, four or someday quarantine is been an effective way to work with your collections.

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Is it recommended to quarantine material used in-house by browsing patrons?

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Well, I think that is an excellent question too. Some of these are really going to be things that your institution has to decide. You really have to evaluate what your risk tolerances is and then be very transparent and sharing those policies with the patron so they could also evaluate what they feel comfortable browsing, for instance. Again, the risk of transmission through collections materials is fortunately quite low and if somebody is just briefly touching a book and putting it back there is probably not a high risk there. Of course on the other hand if you see somebody sneeze into a book that would be a prime candidate for quarantining temporarily and there is not necessarily a firm answer for that kind of thing and so you really have to consider different factors in your own staffing capacity and decide what you are comfortable with and that we should.

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Is Murphy's oil soap next several and effective method for cleaning reading room tables?

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Take do you have strong feelings on this ?

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Well I've been following the questions as they come up, fight decided to go [Indiscernible - static] website, and they say that it is good for cleaning dirt and grime, but you follow up with a diffident. So it does not -- it deals with dirt and grime, where as it does not remove germs or bacteria. I thought that was very informative [Laughter]. Surprised to find that educational definitely follow up with a disinfectant. Seven awesome, thank you.

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For the tables. Not for the collections.

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For people with mold allergies, how would you advise cleaning molded materials?

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Oh boy, to be honest, if you know that you are sensitive to mold, I would not recommend you be the person to deal with mold in the collection. If there is a lot of mold we actually typically recommend that people go directly to an emergency recovery vendor so up place like before, be a madcap or polygon or three really excellent options. But regardless anybody that is handling something multi is going to need PPE particularly N 95 mask and I do realize that is more difficult to get a handle on these days that it may be has been in the past but if you could cure some you're really going to need them in that case and you will want to wear your nitrile gloves again. Somebody with allergies might need a properly fitted respirator instead. Take, do you have thoughts on mold remediation as well ?

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I would leave it to the experts. If you have a mold allergy, and I have developed one of the years from having worked with multi items, and the type of environment that we want to, you know, that is necessary , [ Indiscernible - low volume ] using a respirator, well, not so much the respirator segment

directly. [Indiscernible - low volume ] but even take the care that I did to ensure my own safety, is still developed an allergy. [Indiscernible - static] there is a mold outbreak, definitely leave it to get in touch with an outside vendor who has worked with cultural institutions for.

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What is the current with emendation about airflow? Filters or furnaces order conditioners and upbeat changed often order their cleaners be used X what about fans? Would be better to have a consistent airflow with a fan or better to have less airflow so turn off fans? Our windows do not open so any airflow has to be created

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Okay, that is another excellent question. That is again outside of our realm of experience at NEDCC. However, the national air filtration Association has a really great resource I would just drop the link into the chat box. I pull that up. A, it should be available for everybody right now, but it gets into air filtration some of the frequently asked questions regarding COVID-19. In general you will see increasing airflow is and that is certainly recommended but there is a bit more to it than that and that's great just to begin looking at. Ashbury is another fantastic one and I will give you another link for that too so some of their technical resources on filtration and infection are really helpful if you are trying to sort of consider HVAC upgrades or anything like that, while dealing with the COVID-19 pandemic.

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Okay along the timeline, can air purifiers and dehumidifiers are used to help combat control, mold or intelligence?

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So with mold, I would say certainly keeping your environmental conditions in essentially the ideal conditions for collections, that will really reduce the risk of mold. You will see people talk about like below 70 degrees Fahrenheit and below 50% relative humidity as general benchmark but you could get more specific depending on the materials you have in your collections and there is also a really great tool and I will bring it up on my end broke with IPI, which is the image -- sorry, image permanence Institute and they have a dewpoint calculator so let me just drop that into the chat too. This is really nice because it is super easy and intuitive to use and it allows you to play around with different combinations of temperature and relative humidity, to get a sense of what the overall preservation outlook is for your collection so it will give you essentially general aging and mechanical damage risks and things like that but it also hones in on mold risk so if your real temperature to relative humidity is putting you at a really dangerous risk, it will let you know and is a great tool to use for that. In terms of allergens, I'm sorry to realize that was a second part of the question, was that with air purifier specifically Swan I see that in the chat?

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So again that is a little outside of our realm although I would say we always recommend having particulate filtration built into your HVAC system. So that is something that does benefit collections as well as any staff members with allergies by cutting back on dust and particles in the air but that is still different than saying it would necessarily protect against the 19. I just want to make that clear, allergist would be different in this case the antiviral particulate matter.

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Are UV light and air handlers effective for killing the SARS-CoV-2 virus?

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That is another interesting question that we are getting quite a lot and I know chicks actually looked into a few systems that incorporate into air handlers. She might want to jump in materially too but I would say that resource that I popped in the chat box from the national air filtration Association, it actually talks directly about some UV options. Main consideration there is really going to be that you want to make sure you are using a system that is contained so that the UV light is not going to reach your

collections and cause damage that way. And you also want to make sure that systems like that are not committing any other pollutants like gaseous pollutants like ozone and things like that because in some cases they could be creating other materials that are actually really not great for human health or collections. So you need to be cautious when looking into those.

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Had to go back to my email where this was discussed and it is needlepoint [Indiscernible - static] I believe, and does not include any type of [ Indiscernible - low volume ] damaging to humans and to collections. That was one of the questions that we had regarding the type of filtration system. And I think it is either corona discharge, needlepoint technology. So it is that needlepoint technology that does not incorporate [ Indiscernible - low volume ] so [ Indiscernible - low volume ] that is all I have [ Indiscernible - low volume ].

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I feel like that is something that is sort of industry wide, still looking into and I think that is an excellent start and that is another thing where you get you will need to be partnering with your facilities managers and with people who are maybe a bit more expert in these HVAC systems and options. In order to make those decisions while also being strong advocates for your collections. Jeff okay, I have read all the questions that I see for Stephanie Tahe. If anyone has any further questions or if I have missed ending please put that in the chat box for us and send it to all disciplines payment also want to give you a reminder that we will be sending a link to the recording as well as a copy of the slide decks after the webinar has completed payment. And also Ashley has put a link to the satisfaction survey so if you wouldn't mind taking a few minutes and feeling that I'll, that really hit us with programming here at GPO.

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I will give it a little bit longer to see if anybody is typing in any questions.

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There is a question about where the survey look is at, Ashley, could you push that one more time? I see another question, three day quarantine is looking for Lane paper pages, set include the pages inside a book?

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Yes, so that is great question as well, and it actually does, so we are saying plane paper pages because we recommend a four date quarantine for anything that is essentially coded, right? So if you are dealing with glossy book pages or making pages, then testing suggest that needs an extra day of quarantine. And some of those thicker papers that are in use or really like children's board books for example, or braille paper pages which again are little bit different than sort of the standard page you find a book goes again are in the four day quarantine cured but if you're looking at your average paper or hardback book, three days is going to be great.

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All right, that is all the questions that I see. Big thank you to Stephanie and Tahe for presenting one more time for FDLP Academy and went for this webinar and I think it has been helpful for everyone who has been listening intimate may also want to thank everyone for tuning into our webinar today and we look for to seen you at the next FDLP Academy webinar and thank you all.

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Thank you again, Jamie, for having us

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Thank you. [Event Concluded]

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