

COVID-19 and Collections Care: Part Two

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Overview of Today's Presentation

- Background
- Disinfecting Books & Other Collections
- Staff Safety
- Remote Monitoring
- Emergency Preparedness
- Continuity of Operations Planning
- Reopening
- Resources
- Question and Answer Session

Background - Transmission

“The primary and most important mode of transmission for COVID-19 is through close contact from person-to-person. Based on data from lab studies on COVID-19 and what we know about similar respiratory diseases, it may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this isn’t thought to be the main way the virus spreads.”

-CDC Media Statement, May 22, 2020

<https://www.cdc.gov/media/releases/2020/s0522-cdc-updates-covid-transmission.html>

Disinfecting Books & Other Collections

- NEDCC Preservation Leaflet 3.5:
<https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.5-disinfecting-books>



Disinfecting Books & Other Collections

REALM PROJECT

REopening Archives, Libraries, and Museums



Reopening Archives, Libraries, and Museums (REALM) Information Hub: A COVID-19 Research Project

- <https://www.webjunction.org/explore-topics/COVID-19-research-project.html>
- Results from Tests 1-3 are published
- Further research results to be published late summer

3-Day Quarantine

- Plain paper pages
- Paperback & hardcover book covers
- DVD cases
- Archival folders
- Plastic book covers



Photo by [Patrick Tomasso](#) on [Unsplash](#)

4-Day Quarantine

- Glossy book pages
- Magazine pages
- Children's board books
- Braille paper pages

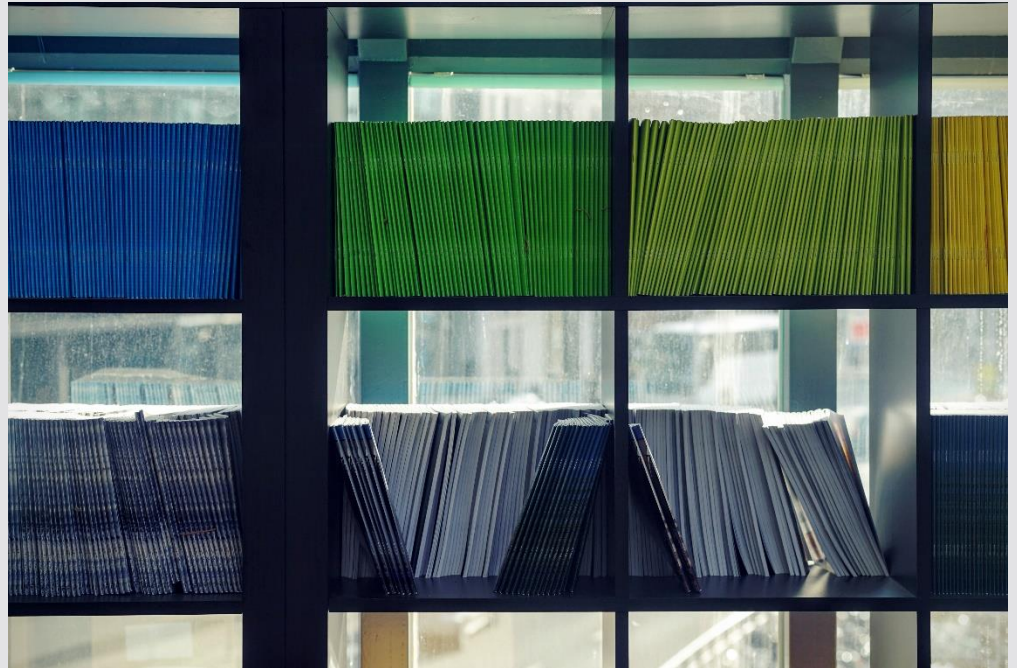


Photo by [Maarten van den Heuvel](#) on [Unsplash](#)

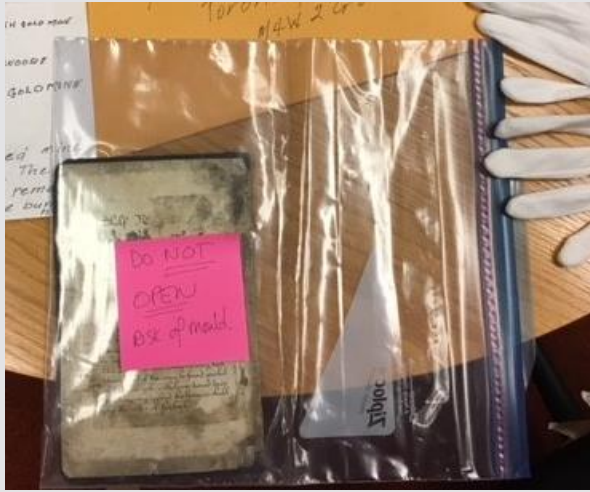
7-Day Quarantine

- Stainless steel
- Mixed materials
- Any collection item a curator is uncertain of



Digital image courtesy of the Getty's Open Content Program: <https://bit.ly/3gnSoCv>

Quarantine Space



Disinfecting Books & Other Collections

- **Do not attempt to disinfect archival materials, museum objects, or other valuable collections unless under the guidance of a conservator.**
 - When in doubt, contact a conservator!
 - NEDCC's Preservation Leaflet 7.7 "Choosing and Working with a Conservator": <https://bit.ly/31nMkWo>
- **Using liquid disinfectants is not recommended**
- **UV ray exposure is not recommended**
- **Placing materials in a microwave is not recommended and can start a fire**
- **Fogging disinfectants are not recommended in collections spaces**

Staff Safety

- Use powder-free nitrile or latex gloves such as these:
<https://www.gaylord.com/Preservation/Conservation-Supplies/Gloves/4-mil-Powder-Free-Nitrile-Gloves-%28100-Pack%29/p/HYB09147>
- Wear gloves when moving materials into quarantine
- Dispose of gloves after use and wash hands in accordance to CDC guidelines:
<https://www.cdc.gov/handwashing/when-how-handwashing.html>



Staff Safety

ART SERVICES WORKER SAFETY COALITION Log In

Home Mission Universal Guidelines Sample PPE Chart Safety Agreement Resources Industry Support Contact Forum More

SUGGESTED PPE CHART

These are suggested *minimum* PPE requirements

This chart is a living document, to be used to define the minimum PPE standards during the COVID-19 crisis.

The goal of this chart is to outline and define the minimum PPE that employees working in the arts industry during the COVID-19 crisis should be provided with. Because of the evolving nature of the COVID-19 crisis, this chart may be updated to reflect the most current recommendations from city, state and federal sources. Nothing in this document is meant to supersede or contradict official recommendations issued through health agencies or other government entities.

Implementation of the PPE chart below is voluntary, but highly recommended.

Employer will provide employees with the necessary protective equipment. For fabric face coverings, employee may provide their own as long as they meet minimum requirements to be established and enforced by employer. These recommendations should not be used in lieu of any recommendations from the CDC, OSHA, or other governing health bodies that exceed the standard of the below recommendations. You can download a PDF version of this chart [here](#).

EMPLOYER PROVIDES	<ul style="list-style-type: none">• Face covering or disposable masks that cover nose and mouth• Face shields, as needed or requested• Gloves, as needed• Hand Sanitizer• Janitorial protective supplies
<p>Employees are expected to wear provided PPE as described in the PPE REQUIREMENTS chart below. All parties present during in-person appointments are expected to reciprocate.</p>	
WORKER/SCENARIO	PPE REQUIRED <ul style="list-style-type: none">• Face covering or mask at all times

<https://www.artservicesworkersafetycoalition.com/>

Hand Sanitizer

- Library of Congress, “Impacts of Hand Sanitizers on Collections Materials”

<https://www.loc.gov/preservation/scientists/projects/sanitize.html>

- Increases degradation of coated and noncoated papers
- Alcohol-based hand sanitizers showed the most significant changes
- Hand washing is recommended instead.



Aging of coated and uncoated papers in a temperature and humidity controlled oven.

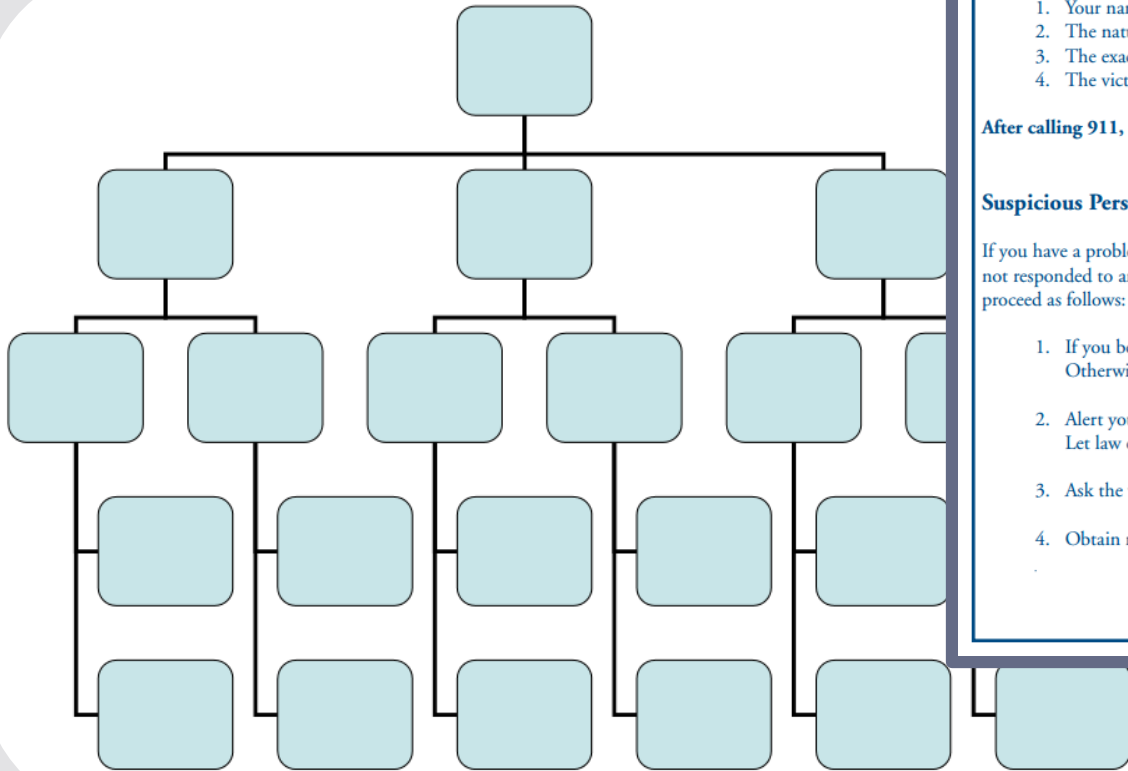
Preparing Collections for Closure

- Limited monitoring capabilities increases potential impact of:
 - Security issues
 - Water incursion
 - Mold
 - Pests
- AICCM, “Dealing with Unexpected Closures”
<https://bit.ly/2QkDnXP>
- CCI Note, “Closing a Museum for the Winter”
<https://bit.ly/2RApWnp>
- Partner with facilities and other essential staff
- Remote monitoring options:
 - HOBO RX3000: <https://bit.ly/34ChmtU>

Emergency Preparedness



Phone Tree/Emergency Call List



Emergency: Dial 9-911

Visitor Center Staff are to dial # 9-911 to report all emergencies such as fires, bomb threats, acts of physical violence and life threatening, critical emergencies.

When calling # 9-911, be prepared to provide the following information:

1. Your name, title, and telephone number.
2. The nature of the emergency.
3. The exact location of the emergency.
4. The victim or other persons involved.

After calling 911, call the Ranger Station at extension 2817.

Suspicious Person Guideline

If you have a problem or suspicious person in the visitor center or other locations and they have not responded to an appropriate helpful contact, or if you feel uncomfortable making that contact, proceed as follows:

1. If you believe the suspicious person is a threat and/or an emergency, call # 9-911. Otherwise contact your supervisor and Ranger Services at extension 2817.
2. Alert your supervisor. Observe, but **DO NOT CONFRONT THE PERSON.** Let law enforcement staff do their job.
3. Ask the victim (if any) to remain until rangers/officers arrive.
4. Obtain names, addresses, and phone numbers of witnesses.

Emergency: Dial 9-911

Business Continuity Planning

- **Identifying critical functions**
 - Maintaining a website
 - Monitoring collections
 - Access to catalog & e-resources
 - Communication with patrons
 - Etc.
- **Assessing vulnerabilities**
- **Prioritizing functions**
- **Creating contingency plans**
 - Remote access for staff
 - Remote monitoring of environmental conditions
 - Curbside pickup



Planning to Reopen

- ALA, *Libraries Respond: COVID-19 Survey*:
<http://www.ala.org/tools/libraries-respond-covid-19-survey>
- ALA, “Planning for Reopening Resources”
<http://www.ala.org/advocacy/planning-reopening-resources>
- Sample plans:
 - AASLH: <http://aaslh.org/covid19/>
 - REALM project: <https://www.webjunction.org/explore-topics/COVID-19-research-project.html>
- Include quarantine procedures in your plan
- Provide training for staff



<https://www.mprnews.org/story/2020/04/12/minnesota-libraries-offer-contactless-curbside-pickup-to-serve-readers>

Reopening



<https://bit.ly/3mwvU9>

ICON, *'Waking Up' Collections: A Post-lockdown Guide*

https://icon.org.uk/system/files/public/waking_up_collections_final.pdf

Reopening



Recovery while Reopening

- Ask for help!
- NEDCC 24-hour Emergency Hotline: 1.855.245.8303
 - Other inquiries: info@nedcc.org and 978.470.1010
- Ready reference tools:
 - Handout: WAAC “Salvage at a Glance” (Revised): <https://bit.ly/2Lx2Dpa>
 - Heritage Preservation Emergency Response & Salvage Wheel & Mobile App: <https://bit.ly/2xVuZHJ>
- NEDCC Leaflets:
 - [3.6 Emergency Salvage of Wet Books & Records](#)
 - [3.7 Emergency Salvage of Wet Photographs](#)
 - [3.8 Emergency Salvage of Moldy Books & Paper](#)



Additional Resources

Cultural Heritage Resource Guides

- FDLP- COVID-19 Toolkit: Federal Depository Library Program:
<https://www.fdlp.gov/promotion/covid-19-fdlp-toolkit>
- ACRL, Pandemic Resources for Academic Libraries:
<https://acrl.libguides.com/pandemic>
- AIC Collections Care Amid COVID-19:
<https://www.culturalheritage.org/resources/emergencies/collections-care-amid-covid-19>
- ALCTS Handling Library Materials and Collections During a Pandemic:
<http://www.ala.org/alcts/preservationweek/resources/pandemic>
- ARCS COVID-19 Resources
<http://www.arcsinfo.org/programs/resources/covid-19-resources>
- Smithsonian COVID-19 Resource Hub:
<https://culturalrescue.si.edu/hentf/major-disasters/current-disasters/>

Additional Resources

Sanitizing Collections

- NEDCC, “Disinfecting Books and Other Collections”
<https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.5-disinfecting-books>
- ALA, “How to Sanitize Collections in a Pandemic”
<https://americanlibrariesmagazine.org/blogs/the-scoop/how-to-sanitize-collections-covid19/>
- Library of Congress, “The Impact of Hand Sanitizers on Collection Materials”
<https://www.loc.gov/preservation/scientists/projects/sanitize.html>

Additional Resources

Sanitizing Your Facility

- CDC, “Cleaning and Disinfecting Your Facility”
https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fdisinfecting-building-facility.html
- EPA, “List N: Disinfectants for Use Against SARS-CoV-2”
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- EPA, “Expedited Review for Adding Electrostatic Spray Application Directions for Use to Antimicrobial Product Registrations” <https://www.epa.gov/pesticide-registration/expedited-review-adding-electrostatic-spray-application-directions-use>
- CDC, “What Mail and Parcel Delivery Drivers Need to Know about COVID-19” <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/mail-parcel-drivers.html>

Additional Resources

Disaster Plan Resources and Templates

- dPlan: <https://www.dplan.org/>
- California Preservation Program
<https://calpreservation.org/wp-content/uploads/2015/10/CPTF-Disaster-Plan-Generic-2003.doc>
- New York State Archives – Records in particular
http://www.archives.nysed.gov/records/disaster/disaster_before.shtml
- ICOM Emergency Preparedness and Response
<https://icom.museum/en/activities/heritage-protection/emergency-preparedness-and-response/>
- Library of Congress www.loc.gov/preservation/emergprep/
- CoSA, Pocket Response Plan (PReP)
<https://www.statearchivists.org/programs/emergency-preparedness/emergency-preparedness-resources/pocket-response-plantm-prep-tm-english-template/>

Additional Resources

- Dropbox Link:
<https://www.dropbox.com/sh/rz3qts8kkhjdejI/AAct-v85c3q0KwothvIQ-m-la?dl=0>
- Contains:
 - ArtsReady, “What is a Readiness Plan?”
 - Business Continuity Planning Workbook
 - Slides



<http://goo.gl/RyG4DD>

Questions?



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