

# Considerations for COVID-19 decision-making in libraries, archives, and museums

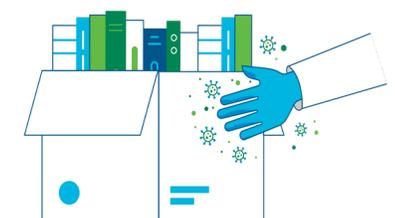
While working toward resuming operations and services to the public, many factors and resources (national, state, local) should inform your local decision-making. This list of considerations offers a starting point and includes links to guides and additional information.

## STAY INFORMED

- Understand your current local COVID-19 situation and consult with local and state health departments. View the CDC's list of [State & Territorial Health Department Websites](#).
- Monitor federal, state, and local guidelines and data as conditions change. View the [CDC's COVID Data Tracker](#). Be prepared to be flexible and update policies and procedures as new information about COVID-19 becomes available.

## PERSON-TO-PERSON TRANSMISSION

- Review guidelines for workplace safety as outlined in the AIHA's [Reopening: Guidance for Libraries](#) and [Reopening: Guidance for Museums](#).
- Familiarize yourself with personal hygiene practices outlined in the [CDC's guide on How to Protect Yourself and Others](#).



## OBJECT-TO-PERSON TRANSMISSION

- Determine whether it is appropriate to quarantine or clean an object. Refer to the [NEDCC's guide on Disinfecting Books and Other Collections](#) for detailed considerations. If it's inadvisable to clean the object, consider quarantine.

**If cleaning:** disinfect the object with an **EPA recommended cleaning agent**.

**If quarantining:**

1. Determine what the object is made of to inform the length of quarantine.
2. Consider local factors when determining quarantine policies and duration. These include the number of COVID-19 cases, local public health guidelines (see 'Stay Informed' section), who is handling the materials (staff and/or community members), and where the materials are handled (onsite and/or at community members' homes).
3. Consider the **NEDCC's guide on Disinfecting Books and Other Collections** and learn about what other libraries are doing.
4. Consult **REALM test results** for information about virus lifespan on different materials.



## COMMUNICATE

- Establish a list of internal and external stakeholders and develop messaging for the different groups. Stakeholder examples include a board, administration, staff, and public.
- Determine how changes will be communicated to stakeholders.
- Communicate changes to staff and provide training on new policies and procedures.
- Set an expectation that updates and revisions will be shared as more is learned about COVID-19.

## Resources

[www.cdc.gov/publichealthgateway/healthdirectories/healthdepartments.html](https://www.cdc.gov/publichealthgateway/healthdirectories/healthdepartments.html)

[www.covid.cdc.gov/covid-data-tracker](https://www.covid.cdc.gov/covid-data-tracker)

[www.aiha-assets.sfo2.digitaloceanspaces.com/AIHA/resources/Reopening-Guidance-for-Libraries\\_GuidanceDocument.pdf](https://www.aiha-assets.sfo2.digitaloceanspaces.com/AIHA/resources/Reopening-Guidance-for-Libraries_GuidanceDocument.pdf)

[www.aiha-assets.sfo2.digitaloceanspaces.com/AIHA/resources/Reopening-Guidance-for-Museums-and-Collecting-Institutions\\_GuidanceDocument.pdf](https://www.aiha-assets.sfo2.digitaloceanspaces.com/AIHA/resources/Reopening-Guidance-for-Museums-and-Collecting-Institutions_GuidanceDocument.pdf)

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf)

[www.nedcc.org/free-resources/preservation-leaflets/3-emergency-management/3.5-disinfecting-books](https://www.nedcc.org/free-resources/preservation-leaflets/3-emergency-management/3.5-disinfecting-books)

[www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19](https://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19)

[www.oclc.org/realm/research.html](https://www.oclc.org/realm/research.html)



This project was made possible in part by the Institute of Museum and Library Services, project number ODIS-246644-ODIS-20.