

Guidelines for Handling CSU+/Resource Sharing Materials During COVID-19

Incoming Materials

1. Identify an area to quarantine incoming deliveries. The area should be located away from where staff do their work. Ideally, the quarantine area will be where the courier drops off deliveries. Ensure staff know where incoming materials are being quarantined so the area can be avoided.
2. If bags must be transferred to a different area for quarantine, face masks should be worn, and disposable gloves should be worn and then disposed of immediately afterwards. Always immediately dispose of gloves and wash hands after handling non-quarantined materials.
3. Identify a method to keep track of when shipments arrive.
4. Materials may be handled and processed after shipments have been quarantined for at least 96 hours. As an extra precaution, face masks should be worn, and disposable gloves should be worn and disposed of after handling and processing materials. Do not touch the mouth, nose, or eyes as transmission may occur after touching contaminated materials and surfaces.
5. While materials should be quarantined for at least 96 hours, the length of the quarantine period is up to each individual campus and the comfort level of staff handling the materials. The research is still evolving. Results from test 1¹ of the REALM study indicate the virus as undetectable after 72 hours on five common types of library materials while results from test 2² indicate the virus can last for up to 96 hours on other types of materials.³

Outgoing Materials

1. It is not necessary to quarantine outgoing materials for the courier. However, ensure there is a quarantine period in between each staff person handling materials. For example, if items are checked in on Monday by circulation staff, resource sharing staff can process and prepare those items for shipment on Friday.
2. If the staff person who pages the materials is different than the staff person packaging and preparing the materials for shipment, consider observing an additional 96 hours of quarantine time between both tasks. If you cannot observe an additional 96 hours of quarantine, be sure to wear a mask and disposable gloves.

¹ <https://www.webjunction.org/content/dam/WebJunction/Documents/webJunction/realms/test1-report.pdf>

² <https://www.webjunction.org/content/dam/WebJunction/Documents/webJunction/realms/test2-report.pdf>

³ These studies unfortunately do not address courier bags.

