

Recommendations on resuming work in libraries

Please also refer to the document "General rules"

Objectives

- Protecting the individual health of users and staff employed and avoiding COVID-19-related illness;
- Limiting the spread of infection by the new coronavirus and limiting transmission in families and close relatives of users and staff;
- Limiting illness with severe forms of COVID-19 and protecting public health

Libraries belong to the category of services with a low-to-medium potential for spreading infection by SARS-COV 2.

Measures concerning employees and individual responsibility

Employees shall comply with the universally valid precautions:

- mandatory wearing of the mask (medical/non-medical), which for effective protection must cover both the mouth and the nose;
- isolation at home if they present symptoms of respiratory infection (cough, sneezing, runny nose, fever, altered general state);
- isolation at home if they have come into contact with a suspected or confirmed SARS COV-2 case, in compliance with the applicable measures;
- washing your hands whenever necessary, avoiding touching your face with unclean hands;
- regular hand washing is preferable to wearing gloves;
- when using a pair of disposable gloves, use separate ones for each individual customer.

Measures concerning access and contact with the visiting public

- Coordination with health and local authorities so as to ensure the health of employees and the public as the priority objective;
- Gradual, phased opening in line with the local epidemiological situation in the county/region where the library is located;
- Placing written notices of the rules on physical distancing and access to the library;
- Limiting access of the visiting public in such a way as to ensure a distance at least 1,5 m between any 2 persons or 4 m² for each visitor;
- Public access will only be allowed under the conditions of wearing a mask (medical/non-medical) throughout the visit.
- Visitors will disinfect their hands with approved disinfectant made available at the entrance to the premises;
- An observational check will be performed at the entrance to the library, with no-one displaying symptoms of respiratory infection (cough, sneezing, runny nose, generally altered state) will be allowed access;
- Access to the library will be made after temperature check (which must not exceed 37.3°C);
- Placement of screens between library staff and the public, where possible;

Romanian Guidance (National Institute for Public Health) on Re-Opening Libraries (translated by IFLA) – 17 May

- Where possible, avoid the re-use of leaflets, brochures and other information materials in physical format; - regular disinfection of surfaces and all objects frequently touched by visitors;
- Periodic ventilation of rooms;
- In the case of air-conditioned rooms, spray-disinfection shall be carried out once a week outside working hours and disinfection of the air conditioner shall be carried out in accordance with the manufacturer's instructions;
- Restriction of access to small-area reading rooms;
- Restricting access to the library café/bistro, where this exists;
- Restriction of public and/or private events;
- Restricting access to picnic areas and organised playgrounds in outdoor spaces;
- Loan collections that have not been handled during the period of restrictions do NOT pose a risk and can be handled without additional disinfection measures if the library has been completely closed for at least 5 days prior to reopening;
- Quarantine is recommended when resuming work:
 - o A minimum of 3 days for paper and cardboard documents;
 - o A minimum of 10 days OR disinfection with approved biocidal products with respect to the drying time followed by 3 days of quarantine before reintroduction into circulation for paper documents with laminated covers (e.g. monographs and periodicals)
 - o A minimum of 10 days OR disinfection with approved biocidal products, observance of the drying time followed by 3 days of quarantine before reintroduction into circulation for plastic documents (e.g. DVD, CD, boxes)
- For the effective management of quarantine of loan collections, it is recommended to use dedicated spaces, as far as possible separate from rooms open to the public, with each batch of quarantined materials marked with entry and exit dates from quarantine;
- Disinfection of furniture in spaces for quarantines works at least once a day.