

OCPL Materials Quarantine Procedures

- All incoming materials shall be held in quarantine under cover or in closed containers for no less than seven (7) full twenty-four (24) hour periods keeping all materials isolated and quarantined for one (1) full and complete week.
- Each location shall have a designated “parking area” for quarantined materials. This area will be in a low/no use space. Since we will not be offering in person programming for some time our branch programming spaces may offer potential space for this need. Final location will be at the discretion of branch managers subject to administrative review.
- Materials shall be held in quarantine prior to check in, sorting, shelving, holds requests, or any other significant or sustained contact.
- All individual items shall be handled with PPE including a mask and gloves prior to the end of their weeklong quarantine.
- No materials shall be transported between locations before passing the seven day quarantine. No item shall go onto any OCPL truck prior to clearing quarantine.
- When materials are received they shall be placed in/on a book truck, a bin, or a rolling cart depending on the volume of materials incoming and the materials handling equipment onhand. When the container is approximately 3/4s (75%) full the materials shall be isolated. Bins with lids shall be closed. Book trucks shall be covered by garbage bags. Rolling bins shall be covered with tarps/drop cloths/garbage bags which can be secured or weighted from the top in such a way as to close off these items from contact with the air.
- A sign indicating when materials were isolated shall be placed on each container/truck/bin at the time of isolation/cover. This sign shall indicate the date and exact time that the container was closed/covered. It shall also indicate the time and date one week later when the materials can be accessed and processed.
- Items shall remain in the isolation “parking lot” until such time as these quarantine times are reached and shall be tracked by the labels placed at closure/isolation. No items may be accessed until this 7 day quarantine is complete.
- Once materials have fully cleared the 7 day quarantine they may be checked in, routed to other libraries, used to fill holds, or shelved accordingly.