

# New Coronavirus Infection Prevention Guidelines in Libraries

May 14<sup>th</sup>, 2020 (Reiwa 2)

Updated May 26, 2020 (Reiwa 2)

Japan Library Association

## 1. Introduction

These guidelines are based on the government's "Basic Policy to Address New Coronavirus Infection Countermeasures" (March 3, 2020 (Reiwa 2), revised on May 4, 2020 (Reiwa 2) decided by the New Coronavirus Infection Control Headquarters. Hereinafter, it is referred to as a "response policy"). And this is the result of being demanded for JLA to make guidelines, shown by "analysis and recommendation sought against new coronavirus infection"(May 4, 2020(Reiwa 2) (hereinafter called "Proposal"). done by the New Coronavirus Infectious Disease Prevention Expert conference. In response to the request for the preparation of these guidelines shown in, it is obtained by organizing the basic matters that will be helpful in implementing preventive measures for the spread of new coronavirus infection in the library.

In the policy of dealing with certain vigilant prefectures, "for example, museums, art museums, and libraries, in order to maintain a healthy life of the residents, it is conceivable to open the premise that people take measures to prevent infection, such as not collecting people secretly, based on the risk of infection." is mentioned.

In certain prefectures other than specific vigilant prefectures, "for facilities where clusters are not seen, 'including the restriction and guidance of visitors,' 'thorough hand washing and installation of hand-washing equipment,' and 'wearing masks', it shall be strongly urged to urge facility managers to thoroughly avoid "three dense" and to thoroughly take measures against basic infection, including properly taking the physical distance between person and person in the room."

As mentioned above, libraries nationwide shall establish basic matters concerning prevention measures for the spread of infection, which are a prerequisite for opening the library.

In this guideline, based on " the recommendation 4. (2) Points concerning guidelines for preventing the spread of infection by industry", "Examples of practices of "new lifestyle", and "Maintenance and mitigation of emergency measures, etc., on(May 4, 2020 (Reiwa 2)) (done by the Office of the Secretariat of the Cabinet Secretariat) and the Head of the Cabinet Secretariat's New Coronavirus Infection Prevention Promotion Office" are recorded on the basic stipulations of prevention measures for spreading infection.

These guidelines were published on May 14, 2020(Reiwa 2), but were updated based on changes in the circumstances and opinions of experts and others. In addition, we explained the purpose and use of these guidelines, and took care to make them appropriately utilized. In addition to changes in the response policy,

these guidelines will be updated as appropriate, based on trends in infection spread and knowledge of experts, etc.

The Japan Library Association's Library Freedom Committee(IFC) provides relevant information related to the response to the new coronavirus infection at the following URL: <http://www.jla.or.jp/committees/jiyu/tabid/657/Default.aspx>

## **2. Purpose**

The basic concept of "Library Response under the Declaration of Emergency" published by the Japan Library Association on April 21, 2020(Reiwa 2) is as follows:

○Human life must be respect as priority, take measures to prevent the spread of infection, and then explore ways that can be carried out under these circumstances, and fulfill the role of libraries as much as possible.

○Overseas libraries that are closed to prevent the spread of infection can be found in various cases, and that they will never do nothing.

○At Japanese libraries, we would like to have the opportunity to enhance the significance of the library's existence by sharing each other's wisdom and exchanging information.

Based on these ideas, these guidelines are prepared for preventive measures for the spread of new coronavirus infections (hereinafter referred to as "countermeasures").

In order to prevent the spread of new coronavirus infections, these Guidelines are referred to as "road signs" for libraries seeking to open the library. In these edited guidelines, basic matters are to be considered with a view for library facility managers. The basic stipulations set out in these Guidelines are not required to be implemented at the time of the opening of the library. Moreover, all basic matters do not apply to the whole country uniformly either. Whether each library should implement the basic stipulations described in these Guidelines is necessary to independently judge in accordance with the procedures described in the "3. appliance".

In addition, these Guidelines, together with the basic matters to be considered the necessity of implementation, illustrate a specific method of implementation, also explains the matters to be noted. Each library, referring to such examples and considerations, it is necessary to address the basic matters that have been decided to be implemented using appropriate methods.

## **3. Appliance**

These guidelines are generally intended to be used in the following procedures.

(1) Understanding the basics for preventing the spread of infection (Chapter 4)



(2) Conduct risk assessment (Chapter 5)



(3) Examination of the necessity and method of implementation of basic matters (Chapter 6)

After fully understanding the purpose and content of the above-mentioned action policy, the facility managers are expecting “4. to deepen the understanding of the basics for preventing the spread of infection”, and to relate to the situation of each library for practicing “5. risk assessment”. On top of that, “6. to determine the basic matters that are necessary to be implemented by checking the necessity of basic matters”, and how to implement them is needed to decide. In addition, referring to the specific examples and considerations, it will be carried out after examining the method suitable for each library.

Library materials (books, newspapers, magazines, audiovisual materials, etc.) are carried out as follows; Browsing(including viewing), lending(hereinafter referred to as "material use"), and consultation (hereinafter referred to as "Information Service"), reading circles, and study groups, meetings, movie theaters, exhibitions (hereinafter referred to as "library assembly meetings") are considered to rearrange while taking into account the nature and ingenuity of the event, it is necessary to work to prevent the spread of infection of the new coronavirus, and to make efforts to continue playing the role of libraries as a social infrastructure.

In addition, in order to make these initiatives effective, it is necessary for library staff to conduct training activities aimed at acquiring and improving their knowledge and skills.

#### **4. Understanding the basics for preventing spread of infection**

Facility managers, based on the size of the library and the form of business, are located in the building and the surrounding area, such as staff of the library

(including staff such as consignments and designated managers) and volunteers, etc., and suppliers, etc. of the delivery companies and ordering materials in and out (hereinafter referred to as "workers"), and also users who visit the library (hereinafter referred to as "library facility visitors") are considered to prevent the spread of the new coronavirus to the best ways.

In view of the characteristics of libraries, these Guidelines are formulated with an emphasis on "contact contagion" in addition to the so-called "three dense". As for the "three dense" areas, (1) closed space (which has become a poorly ventilated closed area) (2) dense space (many people are dense), (3) close scenes (conversations and utterances are performed at a distance reaching each other), since it is considered to be high risk of spreading the infection, such as avoiding the infection to others, and even taking measures to prevent the infection from infecting others. In addition, regarding "contact contagion", considering the risk of spreading the infection by contact with equipment and materials in the library, the matters concerned are taken so that each library can take appropriate measures.

Given only the "three dense" measures, the risk of intense contact inside the library is expected to be lower. However, it is also basic to examine the risk of spreading the infection due to "contact contagion", assuming that the normal opening will be held, and library facility visitors will be able to browse the bookshelf freely and use it to touch the material widely.

Experts also disagree on whether the infection will spread through contact with the material. However, when overseas guidelines are reviewed, some have urged caution or recommended that measures represented by the storage and isolation of returned materials be used.

When deciding whether each library is open, it is necessary to take into account the facilities of the library, the surrounding environment, and the situation of the area in which it is installed, and respond appropriately based on requests from the governor of the prefecture where the library is located. Even when it opens, it is conceivable to consider the scope and type of services that can be provided and to proceed with the opening in stages. In addition, if it is determined that the measures shown in these Guidelines are difficult, it is desirable to aim at providing services that users can receive without visiting, while continuing to close the library.

In the case that the service is limited to the opening or closing of the library, it is necessary to consider the staff system, thoroughly take measures to prevent the spread of infection, and continue various examinations and ingenuity regarding the use of materials. There is an option to set the time of use, the length of stay, and to enter the library after limiting the number of persons, and the loan service limited to the delivery of the materials booked online, such as the delivery of materials by mail without asking for a visit, the aim is to make the material available in some form to the person who wants to use the material. As for information services,

there is also a way to respond by telephone, fax, e-mail, etc. without having to come to the library.

## **5. Conduct risk assessments**

Facility managers will conduct risk assessments that take into account the movement and contact of library workers, library facility visitors, related business operators, etc., and take measures in accordance with the risk for each of the main routes of infection of the new coronavirus based on each (1) contact contagion (2) droplet infection.

In addition, it is necessary to pay attention to the risk assessment of the infection situation in the area as a facility for attracting visitors, as well as the risk assessment of the situation in the region, as a large number of people may be moved and people cross the prefecture..

### **(1) Risk assessment of contact contagion**

As an assessment of the risk of contact contagion, identify the place and frequency of hand contact, such as items and doorknobs shared with others. Pay special attention to high-frequency contact areas (such as bookshelf, service counter, table, chair backrest, doorknob, electric switch, phone, keyboard, OPAC or PC mouse keyboard, tablet, touch panel, faucet, railing, elevator button, etc.).

In addition, the returned materials and materials touched by library facility visitors in the library will also be subject to the risk assessment of contact infection.

### **(2) Risk assessment of droplet infection**

Taking into account the ventilation situation at the facility, we will evaluate the extent to which the distance between people can be maintained, and where the scenes of eating and drinking and talking in the facility are located.

### **(3) Risk assessment of facilities for users**

If activities are resumed under the current situation, we will evaluate again based on our past achievements, such as whether a large-scale visit is expected, a visit beyond the prefecture area, or a visit to the library that can ensure a distance between people and people..

### **(4) Assessment of the risk of infection in the region**

In the area of living in the region, we will consider the response when the possibility of the spread of the infection is reported. If the risk of spreading the infection remains, it is necessary to strengthen the response.

## **6. Examination of the necessity of implementing basic matters and methods of implementation**

### **(1) Matters to be considered before opening the library**

○Thorough measures to prevent the spread of infection based on the recommendations.

- For example, it is necessary to avoid contact with people and to ensure a minimum interpersonal distance of 1m (as much as 2m as possible).

○With regard to preventive measures for the spread of infection, and in the event of a person suspected of infection, we will establish a liaison system with public health centers in the region so that we can work together quickly.

○For the elderly and users with developing diseases, since the risk of becoming severe in the case of infection is high, measures will be considered to avoid risk more carefully and thoroughly.

○The library has a variety of businesses, such as providing and renting books, newspapers, magazines, audiovisual materials, etc. to browse, and there are various contact opportunities. Therefore, not only human contact, and contact to equipment in the building, including bookshelf, to deal with the possibility of infection due to the contact for using of the material, and it is necessary to alert the user.

- For example, a magazine with a film-coated book or vinyl cover, in some cases when the new coronavirus adheres to the page of the material, there is a specific method of the point of what influence, how to eliminate the influence, by showing based on scientific evidence, both visitors and workers can use the service with peace of mind, it is possible to provide.

- For measures related to virus adhesion to materials, at present, information published by overseas affiliates, such as the Austrian Library Association, etc., is recommended to store and isolate the returned material for a certain period of time, or to postpone the return itself, so it is conceivable to refer to these.

- When the user is admitted to enter the library, we will take measures to prevent contact with other users and workers by thoroughly alerting the user, such as asking the user to put it on the return table, without returning the materials that have been viewed or used on bookshelf or, etc., directly to the bookshelf, along with hand washing and disinfection of the fingers.

Note: On May 22, 2020(Reiwa 2), the Library Research Institute of the Future Co. published a report titled "New Coronavirus-affected Libraries: Efforts to Reopen Libraries under the Influence of The New Corona Virus" at the following URL, and you can get an overview of these guidelines prepared by overseas libraries.

[http://www.miraitosyokan.jp/future\\_lib/trend\\_report/covid-19\\_20200522.pdf](http://www.miraitosyokan.jp/future_lib/trend_report/covid-19_20200522.pdf)

○In order to prevent the spread of infection, when there is a need to implement the restrictions of the visitors, consider using the following means.

- Setting the number of library facility visitors and the time to use of visiting

- They line up waiting for the entrance
- Limit the number of seats in the browsing space, etc.
  - Reduce the number of chairs to make space.
  - They sit on each other's seats
- Restrictions on group visit
- Introduction of time-based visitor system

○ Libraries in designated warning prefectures will take necessary measures to eliminate overcrowding and prevent the spread of infection outside the building, taking into account the governor's request, based on the results of the risk assessment.

- For example, implement stricter limits on the number of visitors and introduce a full online reservation system.

○ As a result of the “risk assessment”, if it is determined that it is not possible to take sufficient measures, it shall continue to close the library or suspend or postpone certain library services.

- For the holding of a story time, etc., which is held by allowing a third party to use the library facilities, we urge the organizer to refrain from holding the event and not allow the use of the library facilities.

**(2) Matters to consider the necessity of implementation in order to ensure the safety of visitors**

○ Encourage thorough cough etiquette, wearing masks, hand washing, and disinfection of fingers.

- Alcohol is used for the disinfection of the fingers. (hereinafter, the description of the disinfectant of the fingers is the same.)

○ When using a library for people with disabilities, we adjust the response method while considering the type and characteristics of the disability.

- For example, changes to the way we provide assistance to the people with disabilities, the cessation of face-to-face readings for the visually impaired, and the implementation of alternative measures are required.

- If it is necessary to assist a person with a disability in the use of the library, take measures other than securing a social distance with the helper, such as wearing a mask, hand washing, and disinfection of the finger. Take similar measures when assisting wheelchair users.

- As an alternative to face-to-face readings, in addition to providing recordings, it is conceivable to conduct face-to-face readings online.

○ For loaned goods such as reading support equipment for the elderly and people with disabilities in the library, it is thoroughly disinfected.

- If sufficient disinfection is not performed, do not lend itself. Incidentally, the disinfectant, alcohol or sodium hypochlorite solution (however used with gloves, wiping water immediately after disinfection. (Hereinafter, the same in the

description of the disinfectant of goods and facilities.)

○Distribution and severing materials such as pamphlets shall not be distributed by hand.

○Encourage library facility visitors to check their health and check their condition before visiting the library. The following conditions are requested to come to the library after improvement.

- If you have a fever of 37.5 degrees or higher.
- If the normal heat ratio exceeds +1 degree.
- Stifling difficulty breathing, or there is no power as a strongness.
- If you have symptoms such as coughing or sore throat, even if it is mild.

· Before visiting, if there is a above-mentioned condition, it should be known in advance to refrain from visiting the library itself.

· When confirming and inspecting the health condition at the time of visit, such as using a non-contact thermometer, such as infection prevention to the corresponding worker and management of the temperature inspection device, etc., it is to pay full attention.

· If there is a strong contact with a person who has been positive for a new coronavirus infection, the government will request that you do not visit the library within the past 14 days if you have travel to a country or region where you are required to observe after entering the country, or if you have strong contact with the resident.

○Holding the information of names of library facility users and emergency contact information.

· The grasp of the name and emergency contact information is based on the purpose of the acts (the Infectious Diseases Act ("Act on The Prevention of Infectious Diseases and Medical Care for Patients of Infectious Diseases" and "Special Measures act for Measures against New Influenza infections" ). Each library will independently determine whether or not there is a need for implementation, taking into account the type and content, the scope of the activities within the library, the risk of local circumstances and infection situations, the business structure of the workers, and the policy of local government response.

· By using other means, if it is possible to grasp the person who may have come into contact with the infected person, it may be substituted by such measures.

- For example, if a visitor has a loan voucher, ask for consent and by recording the ID number, it is also possible to grasp.
- Based on the local government's policy, it is conceivable to call on library facility visitors to use so-called infected person notification systems and contact confirmation apps.

· In accordance with the purpose of the Act on Infectious Diseases, in order to prevent the spread of infectious diseases, the name and emergency contact



information of library facility visitors obtained by the library may be provided to public institutions such as public health centers to the minimum extent necessary, and the retention period shall be made with the consent of the visitors.。

・ When grasping the name and emergency contact information, we will give the utmost consideration to the privacy protection of library use.

※Note: This matter is related to the "Declaration on Library Freedom (revised in 1979)", and it is required that the Japan Library Association's Library Freedom Committee(IFC) refer to the relevant information published under the following URL.  
<http://www.jla.or.jp/committees/jiyu///tabid/854/Default.aspx#note02>

○If the infected person is found to have used the library, the facility will be temporarily closed and disinfected in accordance with the guidance of the health insurance office.

・ In cooperation with administrative agencies, we will pay close attention to the protection of personal information and make it public as soon as possible the date and time of the use of the infected person.

### **(3) Matters to consider the necessity of implementation in order to ensure the safety of workers**

○Thoroughly carry out cough etiquette, wearing masks, hand washing and disinfection of fingers.

○Wash and disinfect clothes and clothing.

○Encourage employees to regularly check and record health records, and if the following conditions are recorded, they will encourage medical institutions, public health centers, etc. to visit medical institutions and public health centers as necessary, and the administrator shall endeavor to understand the results of the diagnosis.

➤ If you have a fever of 37.5 degrees or higher.

➤ If the normal heat ratio exceeds +1 degree.

➤ Stifling difficulty breathing, and there is a dull strongness.

➤ If you have symptoms such as coughing or sore throat, even if it is mild.

○With regard to the attendance system, etc., the rotation of business operations shall be adjusted, such as the minimum number of people necessary for the management and operation of facilities.

○If an worker is suspected of being infected, cooperate with the public health center to provide the necessary information.

### **(4) Matters to consider the necessity of implementation in the use of materials and information services**

○When lending a book, we will take precautions against contact infection scant as

much as possible, such as regular wiping and disinfection of service counters, and hand hygiene encouragement of workers and visitors.

○When performing lending procedures in person with the user, we will block the gap between visitors and prevent splash infection by using acrylic plates or transparent vinyl curtains.

○In waiting for the counter, such as installing floor markers, such as to encourage alignment at intervals of at least 1m (as much as 2m as possible) to prevent crowded people.

#### **(5) Matters to consider the necessity of implementation when holding reading meetings, etc.**

○Organizers and participants are required to wear masks.

○Encourage ventilation.

To ensure that visitors can keep a distance of at least 1m (as much as 2m as possible), and floor markers are installed to ensure that people are not densely populated.

○Be aware of unnecessary conversations in the building.

○We do not provide food and beverages when reading circle activities are held.

○If a person is suspected of being infected, the following measures will be addressed.

- Immediately isolate to another room.
- The workers shall take appropriate protective measures, such as wearing masks and gloves.
- Ventilate the room that occurred.
- The library and organizers will contact the public health center and receive instructions for disinfection and investigation of the contact.
- In cooperation with administrative agencies, we shall promptly announce the date and time of use of the infected person.
  - When it is made public, we will take full consideration to the protection of personal information.
- Try to understand the workers and participants who have come into contact with the infected person.
- If the symptoms are severe, consult with the public health center and ask them to transport them to a medical institution.

#### **(6) Matters to consider the necessity of implementation with regard to facility management**

a) Inside the building

- Thorough cleaning, disinfection and ventilation.
- When a procession occurs at the time of entry, etc., by installing a floor marker, etc., to encourage the alignment at intervals of at least 1m (as much as 2m as

possible) etc., to prevent crowding of people.

- Design a device to minimize the number of places where hands can touch, such as facilities and doorknobs shared with others.

- In particular, note the high frequency contact site (service counter, table, chair backrest, doorknob, electric switch, telephone, keyboard, OPAC or PC mouse keyboard, tablet, touch panel, faucet, railing, elevator buttons, etc.).

- Be careful about the returned materials and the materials that visitors have touched in the library.

- The person who cleans and disposes of garbage must wear a mask or glove thoroughly.

- After cleaning and disposal of garbage, wash your hands and disinfect your fingers.

#### **b) Service counter**

- When performing the lending procedures, etc. face-to-face with the user, the acrylic plate and the transparent vinyl curtain shall separate the visitors.

- In waiting for the order of the counter use, such as by installing a floor marker, such as to encourage the line-up at intervals of at least 1m (as much as 2m possible), etc., to prevent crowded people.

- Periodically wipe and disinfect service counters. Disinfection is 2~3 required two to three times a day, and must be done before or after closing.

#### **c) lobby, reading space, learning space**

- Design a space where the distance of seats, etc. is at least 1m (as much as 2m as a guide) possible.

- Constant ventilation.

- Encourage visitors not to eat or drink or converse face-to-face as much as possible.

- Periodically disinfect items such as tables and chairs.

- When the worker uses it, hand washing and disinfection of the hand finger are performed before and after entering and leaving.

#### **d) Browsing use on bookshelf**

- Encourage visitors to wash their hands and disinfect their hands before and after browsing on bookshelf

- In addition to the density of visitors, we will make efforts to call out personnel, post, broadcast, etc. to alert them.

- Encourage visitors not to stay for long periods of time.

#### **e) Installation space for library OPAC equipment, personal computers for browsing,**

**etc.**

- Encourage visitors to wash their hands and disinfect their hands before and after use of equipment, etc.
- Periodically disinfect items such as personal computers.
- If possible, put on the keyboard cover and disinfect or the like each time the user changes.
- Take measures to set users from each other at a certain distance, and limit the number of people using the service as necessary.

**f) Toilet**

- Where an unspecified number of people come into contact (toilet seat, floor, doorknob, faucet, etc.) is cleaned and disinfected.
- Close the lid of the toilet and display it to flush the filth.
- Prepare paper towels and personal towels.
  - Do not use a hand dryer.
- To prevent people from being crowded in the toilet, such as by installing floor markers, we will set a device such as to encourage people to align at least 1m (as much as 2m as possible) at intervals.
- Cleaning persons wear masks and gloves by all means, and clean while ventilated if possible.

**(7) Matters to consider the necessity of conducting public relations and dissemination**

- To visitors and employees, we will inform them of the following:
  - Thorough security of social distance.
  - Thorough cough etiquette, wearing masks, hand washing, and disinfection of fingers.
  - Thorough health care.
  - Thorough prevention of discrimination.
  - Thorough ness of these guidelines and the response policy of the site based on this guideline.

**Notes**

1. These guidelines are based on the application to public libraries. In the case of incorporating these guidelines in school libraries, university libraries, and specialized libraries, it is necessary to carefully address the characteristics, roles, and unique environments of each library.
2. This guideline is updated on May 20, based on the "Supplemental Explanation on the Operation of the "Creation of a List of Visitors" of the New Coronary Services Infection Prevention Guidelines in Libraries.

3. These guidelines are based on the circumstances as of May 25, 2020 (Reiwa 2) and will be updated further as needed. In addition, if it is necessary to provide details or examples of specific matters in these Guidelines, it will be posted on the Website of the Japan Library Association in order to promptly present them.