New Coronavirus Infection Prevention Guidelines in Libraries

1. Introduction

This guideline is the government's basic policy for combating new coronavirus infections, (Reiwa 2(2020) March 28 (changed Reiwa 2(2020)may 4th) decided by the New Coronavirus Infection Prevention Headquarters. It is called "Coping policy" here. Based on the new Coronavirus Infectious Disease Prevention Expert Conference, "Analysis and Recommendation sought against new coronavirus infection countermeasures" May 4, 2020(Reiwa 2).   Hereinafter, it is referred to as a proposal. In response to the request for the preparation of the guideline shown in here, it is obtained by organizing the basic matters that will be helpful when implemented as a new coronavirus infection prevention measures 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 making people gathered, based on the risk of infection. It is said as above.

In certain prefectures other than specific vigilant prefectures, "with regard to the installation that does not see the occurrence of clusters, it shall be strongly urged to urge facility managers to thoroughly avoid "three dense" and thoroughly take measures to prevent basic infection measures, including "restriction visitors and inducement the crowd" and "installation of hand washing and the installation of hand-washing equipment," and "wearing masks", and thoroughly taking measures against basic infections, including properly taking the distance between people and people in the room."

In view of the above, the basic matters concerning the prevention of infection measures shall be established for libraries nationwide, which are a prerequisite for opening the library.

In this guideline, the recommendation 4. (2) "Points concerning guidelines for preventing the spread of infection by kinds of industry", "examples of practices of "new lifestyle" and "maintenance and mitigation of emergency measures" (Reiwa2(2020) May 4, 2nd 2 administrative liaison (Head of The Cabinet Secretariat's New Coronavirus Infection Prevention Office) has established specific infection prevention measures for each scene.

In addition to changes in the policy of dealing with these guidelines, the contents of these guidelines will be updated as appropriate, based on trends in the spread of infection and the knowledge of experts, etc.

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:

○ First, we will prioritize respect for human life, 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, which are closed to prevent the spread of infection, have made various efforts. You can confirm that it is never "closed= do nothing".

○ At libraries in Japan, 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.

On top of that, the person who manages the library (hereinafter referred to as the "facility manager"). after fully understanding the purpose and content of the response policy, the "Basics for preventing the spread of infection" as indicated in this Guidelines based on the "risk assessment" and "specific measures to take appropriate measures in the implementation of library services, like the library's materials are viewed and loaned (hereinafter referred to as "material use"), and the information retrieval and consultation (hereinafter referred to as "Information Service", book club, study groups, music/etc. events, movie events, exhibitions of materials, etc.(hereinafter referred to as "book club etc.") while taking into account the nature and ingenuity of those events, it is necessary to work to prevent the infection of the new coronavirus and to continue to play the role of libraries as a social infrastructure.

In addition, in order to promote these activities effectively, it is necessary to implement training activities that aim to acquire knowledge and skills for staff.

In determining whether to open the library in each building, 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 located, 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 it is difficult to respond to the guidelines, it is desirable to aim to provide services that can be received without the user's visit, while continuing to close the library building.

In the event that the service is limited to the opening or closing of the library, it is necessary to consider the staff working system, thoroughly measure scan against infection, and continue various considerations and ingenuity. There is an option to set the time of use, the length of stay, and to enter the library after limiting the number of users, and there is a method to make the material available to the person who wants it in some form, such as the loan service limited to the delivery of the material booked online, and the delivery of the material by mail without requesting the visit. Reference services can be accepted by telephone, fax, e-mail, etc. without having to come to the library.

The Japan Library Association's "Intellectual Freedom at Libraries Committee" publishes related information under the following URL

(http://www.jla.or.jp/committees/jiyu///tabid/854/Default.aspx#note02).http://www.jla.or.jp/committees/jiyu///tabid/854/Default.aspx#note02)

3. Basics for preventing of spreading 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 registered staffs such as consignments and designated managers) and volunteers, etc., suppliers, etc. of the delivery companies and ordering materials in and out (hereinafter referred to as "workers"), and users who visit the library (hereinafter referred to as "library visitors") prevention of the infection of the new coronavirus to the maximum measures shall be taken.

In particular, in the three conditions (so-called "three dense") , (1)that are closely related to the dense space (which is a closed space with、 poor ventilation), (2) dense areas (many people are too closely gathered） (3)dense scene (within reaching out to each other, speaking at a distance), avoiding these because they are considered to be high risk of spreading the infection is necessary and for avoiding your own infection ensuring that those measures are taken to prevent yourself and others from infecting others.

4. Risk Assessment

Facility managers will conduct assessments that take into account the movement s and contacts of library workers, through①contact infection ②splash infection, and also library visitors, related business operators, etc. And managers take measures in accordance with the risk for each of the main routes of infection of the new coronavirus.

In addition, it is necessary to pay attention to the risk assessment of ③the infection situation in the region as a collection facility and the risk assessment of ④the infection situation in the region, as it may be assumed that a large number of people will be moved and people will cross the prefecture area.

（1) Risk assessment of contact infection

As an assessment of the risk of contact infection, identify the place and frequency of hand contact, such as items and doorknobs shared with others. Pay special attention to high-frequency contact sites 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.

(2) Risk assessment of splash 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 library user facilities

In the case of resuming activities under the current situation, we will evaluate again based on our past achievements, such as whether large-scale visitors are expected, visitors beyond the prefecture area, or those who stay in the library enough to ensure a distance between 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.

5. Specific measures to take appropriate action in the implementation of library services

(1) General Review

○The main business of the library is to provide and rent the materials (books, newspapers, magazines, audiovisual materials, etc.) to be read and rented out. Therefore, not only human contact, and contact to equipment and equipment in the building, including bookshelf, to deal with the possibility of infection due to the contact use of the material, and, it is necessary to pay attention to the user.

- ・For example, when a new coronavirus adheres to a magazine or material page with a film coated book or vinyl cover, there is a specific method for points such as how to eliminate the impact, based on scientific evidence by showing, library visitors and workers also use the service with peace of mind, it is possible to provide.
- ・For measures related to virus attachment to materials, at this time, information published by overseas affiliates, such as the Austrian Library Association, etc., is recommended to store and isolate the returned materials for a certain period of time, or to postpone the return itself, so it is conceivable to refer to them.
- ・When the user is admitted to enter the museum, it is necessary to thoroughly warn 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 a bookshelf, etc., directly to the bookshelf, and take measures to prevent contact between other users and workers.

○It is important to thoroughly prevent the spread of infection based on the

recommendations.

- For example, it is necessary to avoid contact with people and to ensure that the interpersonal distance is at least 1m(as much as 2m as possible).

○In order to prevent infection, it is also necessary to implement restrictions on visitors, it is necessary to consider the following steps.

- Introduction of limited-time-only library visitor system
- Setting the number of visitors and the time available for visitors
  - ＞arrange a line waiting for the entrance
- Limit the number of seats in the browsing space, etc.
  - ＞reduce the number of chairs to make certain space
  - ＞sit on each other's alternate position
- Restrictions on group visit, etc.

○Libraries in designated vigilant 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 library 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 even if concrete measures are taken, it shall continue to close the museum or suspend or postpone certain library services.

- With regard to holding a story time, etc. that allows third parties to use the library facilities, encourage the organizers to refrain from holding the library facilities, and to not allow the use of library facilities.

○In order to prevent 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 library users with developing diseases, we will consider more careful and thorough risk aversion measures, such as a high risk of becoming serious if infected.

(2) Implement it to ensure the safety of visitors

○Visitors are encouraged to check their health and check their body temperature before visiting the library, and the following conditions will restrict the admission.

- ➢If there is a fever of 37.5 degrees or higher
- ➢When the flat body temperature ratio +1 degree exceeded
- ➢Stifling (breathing difficulty)・feel languor strongly
- ➢Symptoms such as coughing or sore throat, even if it is mild
- When confirming and checking the health condition at the time of visit, pay

full attention to infection prevention and disinfection of the body temperature-checking device to the corresponding personnel.

・Before visiting, if there is a condition above-mentioned ask users to be informed in advance and refrain from visiting the library itself.

・Visited a country or region where the infection is still spreading within the past two weeks, ask users not to visit the library.

○ Grasp the name and emergency contact information and create a list of library visitors.

・The creation of the list will be made after thorough consideration of the scope of the library visitor's actions in the library, the risk of local circumstances and infection situations, the business structure of the employees, and the policy of responding to local governments.

・Make sure that library visitors know in advance that the information they have been grasped may be provided to public institutions such as public health centers as needed.

・Disclose the handling of information, such as the method of disclosure of private information and the holing period, and provide maximum consideration for the protection of privacy of library use.

・If the visitor has a library card, he/she can be replaced private information by recording the its ID number.

・For visitors who only receive materials booked online, they may be replaced with information based on lending work.

○ 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 personal information and make efforts to promptly publicize the date and time of the use of the infected person.

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

・Disinfectant, alcohol and sodium hypochlorite solution, etc., using the most suitable for the location (hereinafter, the same in the description of the disinfectant.)

○ Do not hand out pamphlets or other handouts.

○ Warning when you dispose of the receipts and return information sheets that are output during the lending work.

○ Loan items such as reading support equipment for the elderly and people with disabilities in the library shall be thoroughly disinfected.

・If sufficient disinfection is not performed, do not lend itself.

○ When using a person with a disability in the use of the library, the method of responding is adjusted while considering the kind of the trouble.

・For example, it is necessary to change the method of assistance for each person with disabilities, to stop face-to-face readings for the visually impaired, to take into consideration the securing of social distance for wheelchair users.

○If possible, use the contact confirmation app or the like that the introduction is being considered to grasp the infection status of visitors.

(3) Implement to ensure the safety of employees

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

➢If there is a fever of 37.5 ℃degrees or higher

➢When the flat heat ratio +1 degree exceeded

➢Stifling (breathing difficulty) ・feel languor strongly

➢Symptoms such as coughing or sore throat, even if it is mild

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

○Wash and disinfect clothes and clothing.

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

(4) Special considerations should be taken into particular when using materials and providing information services

○When lending a book, routinely wipe and disinfect service counters, and prevent contact infections as much as possible, such as hand hygiene through 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) Special considerations should be taken when holding events like book club, etc.

○To ensure that the distance between visitors can be at least 1m(as much as 2m as possible) to prevent gathered people by installing markers.

○Both the organizer and the participants are required to wear face masks.

○ Encourage ventilation.

○ Be aware of unnecessary conversations in the building.

○ We do not provide food and beverages when events like book club etc. 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 where the infected person 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 pay full attention to 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) Library facility management

A) Inside the library 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 1 m(as much as 2 m   as possible) for preventing crowding of people.

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

>In particular, high-frequency contact sites (service counters, tables, chair backs, door-nobs, electrical switches, phones, keyboards, OPAC and PC mouse and keyboard, tablets, touch panels, faucets, railings, elevator buttons, etc.) need to be aware of.

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

・ After cleaning and garbage disposal work, wash your hands.

B) Service counter

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

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

・Periodically wipe and disinfect service counters. Disinfection is required two to three times a day and must be done before or after closing.

C)Lobby, reading space, learning space
・Avoid face-to-face eating and drinking and conversation.
・ Devise a space with separation between chairs, etc.
・Constant ventilation.
・Periodically disinfect items such as tables and chairs.
・When the worker uses it, hand washing and hand-to-hand disinfection are performed before and after entering and leaving.

D) Browsing use 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.
・Encourage visitors to wash their hands and disinfect their hands before and after browsing on bookshelf.

E) Installation space for library search equipment, personal computers for browsing, 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.
・Encourage visitors to wash their hands and disinfect their hands before and after use of equipment, etc.

F) Toilet
・Clean and disinfect where an unspecified number of people come into contact (toilet seat, floor, doorknob, faucet, etc.).
・ Display for closing the lid of the toilet and 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 intervals of at least 1m(as much as 2m as possible).
・Cleaning persons wear masks and gloves by all means, and clean while ventilated if possible.

(7) Public relations and dissemination
・To visitors and employees, we will inform them of the following:
> ➢Ensuring social distance

➢Being thorough cough etiquette, wearing mask, hand washing, and disinfection of fingers
➢Being thorough health care
➢Being thorough prevention of discrimination
➢being thorough response policy in the field based on these guidelines and

Supplementary Information
1. These guidelines are intended to apply to public libraries. In school libraries, university libraries, specialized libraries, etc., when incorporating these guidelines, it is necessary to respond carefully with due consideration to each type of characteristic and unique environment.
2. These guidelines are based on the circumstances as of May 14, 2020(Reiwa 2) and will be updated as of now. In addition, if it is necessary to provide details or examples of specific matters in the Guidelines, it will be posted on the Website of the Japan Library Association in order to promptly present them.