

1.0 Scope & Purpose

To define a procedure for the handling of return of books, DVD's, snail mail pick-up and other lending products to reduce the exposure of infectious diseases during a viral pandemic.

2.0 Responsibilities

The CEO or the CEO will designate one staff member to follow the following procedures.

3.0 Personal Protective Equipment (PPE) Requirements

To reduce the risk of infectious disease, staff handling returned library items, that includes snail-mail, must:

- Wear disposable latex gloves when handling returned library items from the book return and when disinfecting items.
- Remove gloves following the 7-step glove removal procedure (appendix A).
- Refrain from touching your face, germs can easily be passed from your hands to your mouth causing infection.

4.0 Safe Work Procedures

All books and items will be accepted for return through the external book return box only and will not be accepted at service desk.

Removing items from book return:

- Put on (Don) disposable gloves,
- Remove only a few items at a time from the return bin to avoid leaning items on clothing,
- Place items in designated bin where they will remain for a period of approximately 72hours,
- Once book return bin is empty, remove gloves as per the guidelines outlined in Appendix A, including washing your hands immediately following the glove removal or wash hands with hand sanitizer that contains at least 70% alcohol outlined in Appendix B.

5.0 After 72 hours

Put on (Don) gloves

- For books:
 - Wipe the outside of each book with an approved cleaner.
 - Allow the book to air dry.
 - Place book on the returned shelf
- For DVDs:
 - Wipe the inside and outside of the case with an approved cleaner.
 - Use an approved DVD cleaner to wipe both sides of the DVD.
 - Allow the case and DVD to air dry before returning the DVD to the case.
 - Place the DVD on the returned shelf.
- For other lending items and the snail mail:
 - Wipe the item as best as possible with an approved cleaner.
 - Allow the items to air dry.
- Once items have been disinfected and placed on returned shelf, remove gloves as per the guidelines outlined in Appendix A, including washing your hands(soap and water or hand sanitizer) immediately following the glove removal.

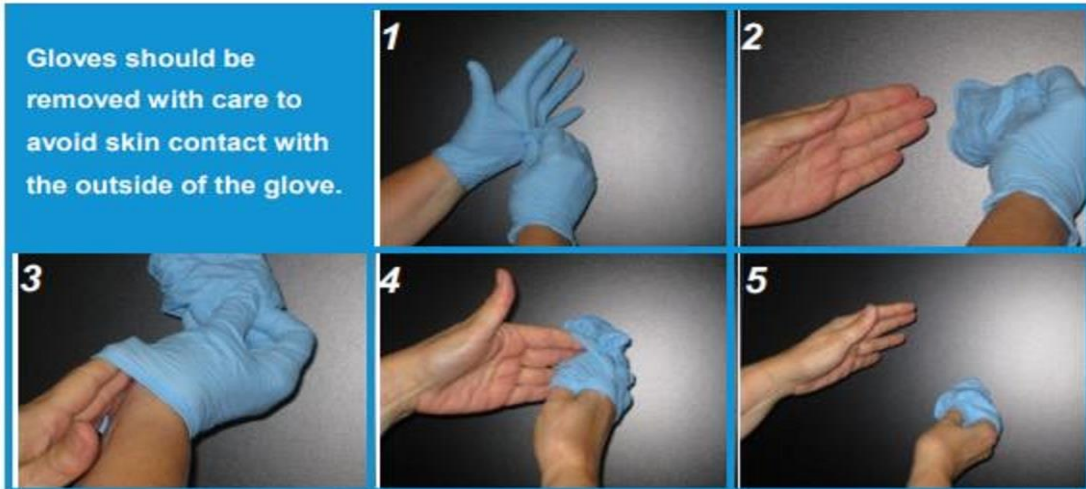
6.0 Returning books to shelves:

- Place items from book returned shelf as per regular procedure
- Open mail as per regular procedure.

Safe Work Procedure – Handling Returned Materials during a Viral Pandemic

APPENDIX A

Steps to Take Off Gloves



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Disposable gloves should be removed as follows:

- 1** Remove gloves using a glove-to-glove/skin-to-skin technique. First, grasp the outside of one glove at the palm.
- 2** Peel glove away from the palm toward the fingers, rolling the glove inside-out. Be careful not to touch your skin with your gloved hand. The contamination is now on the inside. Ball the glove up and hold in your other gloved hand.
- 3** Carefully slide the un-gloved index finger inside the wrist band of the gloved hand. Try and avoid touching the outside of the glove because that is the contaminated region.
- 4** Gently pull outward and down toward the fingers, removing the glove inside out.
- 5** Pull the glove down so that the first glove ends up inside the second glove and no part of the outside is exposed. Throw away both gloves in an appropriate container. Perform hand hygiene.





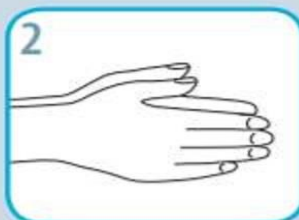
APPENDIX B

How to handrub

Rub hands for 15 seconds



1
Apply 1 to 2 pumps of product to palms of dry hands.



2
Rub hands together, palm to palm.



3
Rub in between and around fingers.



4
Rub back of each hand with palm of other hand.

Rub hands for 15 seconds



5
Rub fingertips of each hand in opposite palm.



6
Rub each thumb clasped in opposite hand.



7
Rub hands until product is dry. Do not use paper towels.



8
Once dry, your hands are safe.



JUST CLEAN YOUR HANDS

For more information, please contact handhygiene@oahpp.ca or visit publichealthontario.ca/JCYH

