Infection prevention and control
Advice for libraries offering home delivery services

With the Closure and Restriction (Limit the Spread) Directions closing all libraries to the public throughout Western Australia, several libraries have developed home delivery services to ensure members of the community still have adequate access to library items.

To ensure the safety of library staff and members of the community, the following Infection Prevention and Control advice must be followed when offering home delivery services:

At the library
- Hand hygiene facilities (sink with soap and water or alcohol-based hand sanitiser) must be available for staff to perform hand hygiene prior to handling, and after handling all items.
- Library staff must wear disposable gloves when handling all returned items and when handling chemical cleaning agents. Hand hygiene must be performed after removal of the gloves. The gloves are to be disposed of into the rubbish bin after removal.
- Returned items must be segregated from regular library items. There must be an area dedicated for these items to be returned to, where cleaning procedures or quarantining of items can take place effectively.
- Returned items that can be cleaned (e.g. DVD cases, plastic covered books) on return, are required to be thoroughly wiped over the with a detergent/disinfectant cleaning product/wipes. These items must be left to dry and can then be returned to the catalogue.
- Returned items that cannot be cleaned on return (e.g. non-plastic covered books), must be left for 24 hours prior to being returned to the catalogue system.
- Consideration must be given to delivery and pick-up processes for transporting the library items. For example, library items can be delivered and received back in the same reusable plastic bag. These bags and other items can be quarantined for 24 hours with other quarantined items.

During delivery
- At drop off and collection of items, social distancing is to be observed which involves no face to face contact. Hand hygiene must be maintained during delivery service.
- The vehicle used to transport the library items to and from residential addresses should be wiped clean at the end of each shift with a detergent/disinfectant based cleaning product/wipes, paying particular attention to the area the items were stored in and high touch areas such as door handles.

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This document can be made available in alternative formats on request for a person with disability.
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