

ANNEX A

Public Library Safe Reopening Checklist

Actions to take – for library managers/staff

General guidance

- Must complete and implement full COVID-19 risk assessment before opening. This must include full consultation with trade unions.
- Ensure ample supplies of PPE, hand sanitiser, public signage and guidance is in place on site prior to re-opening.
- Ensure Test and Protect recording system is in place and staff trained in its use prior to re-opening.
- Ensure a process for quarantining of library materials is developed and staff trained on its management/use.
- Consider extending/changing opening hours to reduce peak hour demand. Consider specific times for at risk groups.
- Consider whether all library venues and services can restart at once or whether a staggered approach is needed. Where a staggered approach is needed, prioritisation will be required and risks assessed incrementally in line with the recommended stages to re-opening.
- Use active travel as much as possible to get to and from library venues.
- Provide active travel facilities, such as bike stands (to be regularly cleaned), to encourage staff and library users to walk or cycle to premises, where possible.

Communication

- Provide clear and accessible communication of the latest guidelines to library staff and library users inside and outside the premises, emphasising the shared responsibility of managing risk.
- Build in time to ensure staff are appropriately trained in the new procedures and safe systems of work.
- Consider amending the code of conduct to set out expectations of shared responsibilities between library staff and library users.
- Signage should be used to communicate key health and safety points, such as hygiene, physical distancing, use of PPE and that there is no unintended impacts on disabled people, those with caring responsibilities or minority ethnic groups. Messages should be clear, easy to understand and provided in languages other than English if required.

Managing space

- Define the number of people who can reasonably follow 2m physical distancing within a certain area. Take into account total floor-space as well as likely pinch points.
- Consider options to temporarily repurpose space to reduce physical contact eg. move or remove chairs, tables, workstations etc.
- Review layouts for opportunities to increase distance between library users.
- Use floor tape or paint to mark areas to help people keep a 2m distance.

- Consider use of physical distance marking for other common areas such as shared study space, toilets, staff rooms, and in any other areas where queues typically form.
- Limit the number of people in certain areas at one time.
- Limit the number of people using workstations at any one time, ensure this is reflected in the PC booking system.
- Lifts to be used only by disabled people, for essential purposes, or on a one-person per life basis where possible.
- Emergency, evacuation and accident response processes need to be considered to ensure effective arrangements are still in place. Everyone on site should be familiar with new processes.
- If your premises have more than one access point, introduce a one-way flow at entry and exit points if possible.
- Stagger arrival and departure times to reduce crowding into and out of the facilities if this is an issue.
- Reduce congestion, for example, by having more entry points into the building or a queue management system.
- Identify high risk areas, where close physical contact is likely and/or obstructions force close physical contact. Take measures to reduce risk, including using drop-off points or transfer zones.
- Where possible, encourage work to take place in outside areas.
- Reduce the number of touch-based security devices such as keypads to enter the premises or controlled areas by seeking alternatives or implementing cleaning and diversification arrangements.

Cleaning and hygiene

- Ensure deep cleaning of premises before opening.
- Ensure clear and accessible communication around expectations and responsibilities for cleaning.
- Use signage and any other relevant communication tools to remind library users to maintain hygiene standards, eg. hand washing and coughing etiquette.
- Encourage anyone accessing the building to clean their hands by providing hand sanitation facilities for example at entry and exit points and in common areas.
- Frequent cleaning and disinfecting of objects, surfaces, work areas and equipment between uses, including clear communication to library users regarding cleaning of shared equipment and making sure there are adequate disposal arrangements.
- Set clear use and cleaning guidance for toilets and other common areas to ensure they are kept clean.
- Ensure area for holding library materials in quarantine has clear signage and is not accessible by staff and/or public.
- Clear workspaces and remove waste and belongings from the work areas regularly.
- Provide more waste facilities and more frequent rubbish collection.

- Where staff changing facilities are required, set clear use and cleaning guidance to ensure they are cleaned between uses, clear of personal items.
- Ensure library users and staff have access to and are able to regularly wash their hands. Provide hand sanitiser for library users to use where handwashing is not practical.
- Increase ventilation where possible.

Working together

- Reasonable steps should be taken to ensure that disabled people are able to use the services offered safely, eg. handwashing facilities at wheelchair height, verbal direction for those unable to see floor markings or signage etc.
- Stagger break times and make use of outdoor space for breaks where possible.
- Use remote working tools to avoid in-person meetings.
- Where technicians/other works on site are involved in work, consider how their work can be done maintaining the 2m distance and if this is not possible, consider the use of other measures such as screens or PPE.
- Encourage establishment of a rota system for shared equipment.
- Where facilities are booked in time-slots, consider staggering these to avoid congestion between slots.
- Consider contactless payment options instead of handling cash if taking payments. Alternatively suspend payments to avoid cash handling.

Actions to take – for library users

Library services should consider producing and displaying appropriate signage for library users to emphasise the below actions.

General guidance

- Familiarise yourself with the building's COVID-19 risk assessment.
- Make sure you are aware of all physical distancing and hygiene measures and procedures put in place for everyone's safety.
- Recognise the shared responsibility of managing risk within the library venue.
- Consider making use of facilities at off peak times.
- Respect the fact that the full range of library services will not be available for some time and that library staff are following Health and Safety guidance to ensure available services are safe.
- Respect restrictions on activity put in place as a result of the risk assessment.
- Use active travel as much as possible to get to and from the library.

Using space

- Observe new guidance of use of library space – this is likely to be significantly different from previous use of space in library venues.
- Respect advice and guidance issued by library staff.
- Be patient and respect to library staff.
- Follow new guidance to return of library materials.

- Adhere to the 2m distance rule, using markings or floor tape that have been put in place.
- Respect limits to the number of people in certain areas at one time.
- Follow any signposting/direction of traffic through the venue.
- Lifts to be used only by disabled people, for essential purposes, or on a one person per lift basis where possible.
- Leave the venue in a timely manner to avoid any unnecessary social contact.

Cleaning and hygiene

- Adhere to use and cleaning guidance for toilets, changing facilities and other common areas to ensure they are kept clean.
- Wash your hands more often with soap and water for at least 20 seconds, or use a hand sanitizer. Make use of hand sanitation facilities at entry and exit points and in any common areas.
- Clean and disinfect frequently touched objects and surfaces, including equipment. Library services are expected to have thoroughly cleaned all buildings and have reinforced regular cleaning in all buildings, focussing on high contact objects, such as door handles, and entry and exit points.
- Clean shared equipment before and after every use.
- Avoid touching your eyes, nose and mouth with unwashed hands; should you need to, cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands.

- Clear workspaces and remove waste and belongings from the work areas after use.

Working together

- Adhere to any one-way route signage in the buildings.
- Do not gather in corridors, common areas or open spaces.
- Respect limits on the number of people using workbenches or banks of desks at any one time.
- Respect the rota system for shared equipment.
- Consider contactless payment options instead of handling cash if making payments.