

## Covid-19 Guidelines for Readers and Residents

17<sup>th</sup> May 2021

### How do I enter the site?

- If you or a member of your household is unwell with symptoms of Covid-19, please stay at home and inform Simon Sykes (01223 566604) as soon as possible.
- **If you become unwell whilst on site, isolate yourself as soon as possible and call Simon Sykes (01223 566604).**
- If you do not have Covid-19 symptoms, but would like to take a test, please order free rapid lateral flow tests here: <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>. Please note that government restrictions and our Covid-19 Guidelines apply even if your test result is negative.
- Unless you are a resident, access for those working in the library is via the bike alleyway and rear link door entrance.
- Only the Library and the Upper Hex will be open for use at this stage. As of Monday 17<sup>th</sup> May 2021, the Upper Hex will be available for breaks and lunch, however, no more than six people can be in the room at any one time.
- For readers, hand washing facilities are available on the ground floor outside the library entrance.
- For visitors and contractors, hand washing facilities are available on the ground floor opposite the front office.
- Toilet facilities for readers are available on the Upper Hex corridor only.

### What do I do upon entering the site?

#### 1. Face coverings

Must be worn (unless you are exempt for medical reasons) by all when moving around the building, library and in common spaces. If you are exempt from wearing a face covering **please inform Matt Baalham (deputy.librarian@tyndalehouse.com) as soon as possible.**

#### 2. Wash your hands

As soon as you arrive in the building and for at least 20 secs with water and handwash or soap. Use the hand sanitisers placed throughout the building if hand washing facilities are unavailable.

#### 3. Register

We are required by law to keep a record of anyone who is present in the building. Please tick the sign in sheet located on the Library Door.

For those who use the NHS Covid19 app, a QR code has been made available next to the Library and Front Office entrance for you to scan when arriving on site. **If you choose to use this code, we still ask that you register manually as well.**

#### 4. Observe social distancing of 2 metres

There are floor markings placed at 2 metre intervals to demonstrate this distance.

---

### Library Facilities

- The Library will be open for Readers between the hours of **9am and 6.30pm, Monday to Friday**. A member of staff will be available in the Library for any library enquiries.
- If you have a book which needs re-shelving, please leave it on Hot Desk 1.

### Coffee Times (from Monday 17<sup>th</sup> May)

- From Monday 17<sup>th</sup> May, we will be holding outdoor coffee on Mondays – Thursdays at 11am-11.30am. Please queue at the coffee station, maintaining social distancing.

### Chapel (from Monday 17<sup>th</sup> May)

- From Monday 17<sup>th</sup> May, we will be holding outdoor Chapel once a week at 10.30am-11am.
- Please see the weekly news email for further details and dates, as well as for any last minute changes in case of rain.
- Please note that only a limited number of chairs will be available for outdoor Chapel.

### Garden Use

- In addition to coffee times and Chapel, readers are welcome to use the Tyndale garden for lunch and breaks.
- If using the garden during library opening hours, please be mindful of noise levels and ensure that groups do not exceed more than 30 people (including children over the age of 5) at any one time.

### Post & Packages

#### Non-Residents

- Non-resident readers are reminded that post should not be delivered to Tyndale House at the present time.

#### Residents

- The post collection area is located at the old telephone cupboard in the Link Corridor.
- Post, including packages, will be left in this area by 5pm each day.
- Please be aware that it is not the Operations' Team responsibility to accept packages and parcels. If you are ordering items which require contact details, please use your own (i.e. mobile number).

We hope that you will be supportive of the restrictions which we are placing on library users. Please encourage one another to be compliant with the rules which we have had to put in place.

**Regretfully, if we feel that individuals are not following this guidance we may terminate their access to the Library.**

Thank you for your co-operation and patience.

Simon Sykes, Operations Vice Principal