

Covid-19 Guidelines for Readers and Residents
27th October 2020

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 live in a Tier 2 or higher area, please treat Tyndale House as your workplace and comply with the law and government advice (in particular no social contact or indoor meetings whilst on site; do not attend coffee; the rule of 6 applies to outdoor meetings for Tier 2).
- Unless you are a resident, access for those working in the library is via the bike alleyway and rear link door entrance.
- Hand washing facilities are available on the ground floor outside the library entrance.
- Toilet facilities 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 (i.e. corridors, common Room and upper hex).

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

- A member of staff will be available in the library for library enquiries between 9am and 1pm, Monday - Friday. Please either ring the doorbell on the library office door or email library.assistant@tyndalehouse.com
- If you have a book which needs re-shelving, please leave it on Hot Desk 1.
- Assuming that the weather is pleasant, we recommend that any socially distanced group meetings or group discussions take place outside in the garden. Alternatively, the Upper Hex is available for up to 6 people to meet at any one time.

Coffee (Mondays & Thursdays at 11am)

- From 27th October, the internal door between the Main House and link corridor will be locked and readers will not have access to the Main House, except for during our twice weekly coffee times.
- Coffee time will continue to take place on Mondays and Thursdays in groups of up to 6 in the Common Room. Please queue from the link corridor, maintaining social distancing. From there, you will be served coffee and allocated to a group.

Post & Packages

Non-Residents

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

Residents

- There is a new post area 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).

Thank you for your co-operation and patience.

Simon Sykes
Operations Vice Principal