



Re-opening of the Tyndale Site: Guidelines for Readers 18th September 2020

Access to the library remains for pre-booked readers only, Monday – Friday. If you have a query relating to your booking, please contact Ayi Jihu on 01223 566601 or bookings@tyndalehouse.com

The Tyndale House Trustees want to ensure that the Tyndale site remains open for as long as possible and providing a safe environment is a priority. However, we also need our readers, staff and visitors to play their part. You can do this by following our guidelines set out below:

Can I enter the site?

- Individuals who are unwell with symptoms of Covid-19, or who have someone in their household who does, may not attend Tyndale House. Please inform Simon Sykes, Operations Vice Principal (vpo@tyndalehouse.com) if you fall within this category.

How do I enter the site?

- Unless you have a front door key (i.e. residents), access for pre-registered readers continues to be via the side bike alleyway and rear link building only.
- If you have a new booking and haven't yet been issued with a swipe card, please press the doorbell found on the rear link building door or call 01223 566601 and a member of staff will come and meet you.
- In line with advice from Public Health England, those entering the library and public reading spaces (i.e. Upper Hex) are required to wear a face covering.

What do I do upon entering the site?

- **Register**

We are required by law to keep a record of anyone who is present in the building. Please tick the registration sheet on the library door to confirm you are present.

- **Wash your hands**

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

- **Observe social distancing of 2 metres where possible**

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

Readers have also been placed on desks which are either at least 2 metres apart or have protective screens between them. Please wipe your desks with the spray bottles and paper provided at the end of the day.

To protect our readers, we also request that you do not move desks.

- **Follow the signage placed around the building**

As government advice changes, we will be updating our signage.

- **If you become unwell whilst on site, isolate yourself as soon as possible and call Simon Sykes (01223 566604)**

What changes are there on site at the moment?

Library

- A member of staff will be available in the library between 9am and 5pm to answer any questions. Please do not open the door. Instead, please call the doorbell situated on the library door for assistance or email library@tyndalehouse.com.
- Please do not take books from other desks. If you need a book that another reader has or if you need a book which is located in the Bishop John Taylor Room, please contact the Library Office.
- If you have a book which needs re-shelving, please leave it on Hot Desk 1. Books will be kept in quarantine and re-shelved at an appropriate time.
- The printer/photocopier is available for use. Please follow the guidelines and wipe the machine down with the wipes provided after each use.

Other areas of the Site

- The Main House will not be accessible for the time being, except for our twice weekly (Mon and Thurs) coffee times.
- If you need to contact a member of staff, please email or phone in the first instance.
- Toilet facilities will be available on the upper hex corridor.

- We request that you follow current government rules of no more than 6 people (including children) meeting at any one time and at a social distance either indoors or outdoors.
- Assuming that the weather is pleasant, we recommend that any socially distanced meetings or group discussions take place outside in the garden. Alternatively, the Upper Hex will be available to readers as a social space.
- Certain doors throughout the building have been wedged open. This is to reduce the amount of contact required when opening and closing doors.
- Windows in the library have also been opened to encourage air circulation.

Coffee Times (Mondays and Thursdays at 11am)

- Coffee will be served from one point in the main entrance foyer and you will be guided to specific spaces within the building.
- Entrance to coffee time will be through the *link door to the main house* only.
- As you are waiting for coffee, please do maintain social distancing.
- We do have disposable cups available, but please do bring your own flask/closed cups wherever possible.

Do I need to do anything else?

- Please be mindful of what you touch whilst in the building.
- Unless you are a staff member or resident, please do not order items for delivery to Tyndale House.
- If you are working at a desk in the library or an office, please only use that desk and ensure that you spray and wipe the surfaces at the end of each day (antibacterial spray bottles and paper towels are provided).
- We recommend that you take your laptop home with you at the end of each day.

Details of our guidelines can be found at tyndalehouse.com/covid-info

Thank you for your co-operation and patience.

Simon Sykes
Operations Vice Principal