

FLECKNEY COMMUNITY LIBRARY

How we are keeping our Customers and Volunteers safe.

- We have reduced our public opening hours from 10 August 2020.
- We have introduced a queuing system at the main entrance to control access to the library,
- We are enabling social distancing in the library by changing the layout and limiting the numbers of customers allowed in the library at any one time. The best way to protect our volunteers and customers is to stay 2m apart wherever possible.
- We are asking volunteers and customers to provide their name and contact details to support NHS Test and Trace.
- We have installed perspex screens on our public-facing counters.
- We have provided hand sanitiser stations and encourage regular hand washing to prevent the spread of infection.
- We are cleaning the library and wiping down frequently touched surfaces regularly using safe standard products.
- Our volunteers will be wearing a mask/face covering or face shield in the library.
- It is mandatory for customers to wear a face covering in the library.
[except children under 11 years or a customer who has a legitimate reason not to wear a face covering, such as health or disability in accordance with government guidance]
- We have restricted the use of public computers to one person at a time for 20 minutes and for email and essential printing only.
- We are quarantining returned library books for 72 hours before placing them back on the shelves.
- We are minimising the handling of cash in the library- exact coinage required for printing & photocopying, greetings cards, duck food and library bags, no change given.
- We are not serving refreshments.
- Toilets are not available for public use *[except in urgent need.]*

**Please help us to keep other people safe
by respecting the control measures we have put in place.**

The Trustees of The Friends of Fleckney Library
Registered Charity No: 1165571