

FLECKNEY COMMUNITY LIBRARY

How we are keeping our Customers and Volunteers safe.

- We have reduced our public opening hours.
- Our volunteers will be wearing a face covering in the library.
- Our customers are requested 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 are creating space in the library by changing the layout and limiting the numbers of customers allowed in the library at any one time. Five customers are allowed in the main library & 2 families [or three children over 8 years old] are allowed in the children's section.
- We have restricted the use of public computers in the IT room to three people at a time.
- We are encouraging volunteers and customers to scan the NHS QR Code or provide their name and contact details to support NHS Test and Trace.
- We have installed perspex screens on our public-facing counters and in the IT room.
- 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.
- 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 and baby changing facilities are available for public use on request.

**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

Updated 19 July 2021