Protocol for Activities with Groups of up to 10 People

Dutch Public Library Association (Version: 21 April 2020)

Protocol for the protection and safety of staff and visitors of library branches at the re-opening of library buildings.

To note:
- The protocol below applies to the entire library sector
- Opening is conditional on the library complying with the guidelines below
- If there are updates on these points, they will be communicated at the earliest opportunity

1. For library organisations and libraries
   - Ensure maximum hygiene:
     - Make disinfectant gel available with instructions for all employees and visitors.
     - Keep amenities such as toilets and coffee machines closed to the public.
   - Designate some as responsible for Coronavirus issues
   - Give employees comprehensive instructions on how this protocol will be implemented in the library
   - Enforce the rules in the library branch.
   - Make agreements with the municipality about arranging visitor flows at busy periods (parking of cars, bicycles, waiting area at the entrance items).
   - Instruct employees to talk to visitors about undesirable behaviour and if they break the rules

2. For Activities for Groups of Up to 10 People
   - Determine how many people can meet in small groups based on the size of the space available. Use the standard 10m2 per visitor rules.
   - Regulate access to the room/space so that 1.5 metre distances between people can be respected.
   - The maximum number of participants must not exceed 10.
   - Make disinfectant gel available to all participants.
   - Oblige participants to disinfect their hands before using a computer.
   - Make sure everyone is 1.5 metres apart. Do this in training rooms by placing tables at least 1.5 meters apart.
   - Participants should take their course material home as much as possible. If their material remains in the library, then you should quarantine it for 72 hours.
   - Visitors should bring their own pen and paper.
   - Windows and doors should be open as much as possible in the training rooms.
   - Make it clear in advance that the toilets cannot be used.
   - If the participants have used a computer, unplug the keyboard and mouse after use and hand them in to in a central place.
   - Disinfect the workplace, mouse and keyboard after each use.

3. For Staff
   - Keep 1.5 meters’ distance from each other.
• Do not shake hands.
• Do not share your work supplies with others.
• Wash your hands at least 6x a day, following the instructions: at least before eating, after toilet visit, after travelling by public transport, after cleaning.
• Cough and sneeze in your elbow and bring paper handkerchiefs.
• Stay at home if you have any of the following symptoms: nasal cold, runny nose, sneezing, sore throat, mild cough, elevation (up to 38 °C).
• Stay at home if someone has a fever in your home (from 38 °C) and/or shortness of breath.

4. For Visitors

• Keep 1.5 metres’ distance from others, both inside and outside the library building.
• Stay at home if you have any of the following symptoms: nasal cold, runny nose, sneezing, sore throat, mild cough, elevation (up to 38 °C).
• Stay at home if someone has a fever in your home (from 38 °C) and/or anxiety symptoms.
• Do not shake hands.
• Always follow the instructions from the staff.