Protocol for the Use of Computers and Workstations
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:
  o Make disinfectant gel available with instructions for all employees and visitors.
  o 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 when they break the rules

2. Making Individual Workstation Available

• The distance between workstation must be at least 1.5 metres.
• Specify the maximum number of people who can use this service at the same time.
• Make hand sanitiser available to all workstation users.
• Oblige visitors to disinfect their hands before using a computer.
• Remove or close computers that should not be used (with tape or a cover).
• Determine the maximum duration of use of a workstation.
• Make it clear in advance that the toilets cannot be used.
• If possible, let users unplug and drop off the keyboard and mouse after use at a central place.
• Disinfect the workplace, keyboard and mouse 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.
• Book your workstation by phone.
• Always follow instructions from staff.
• 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.