

Protocol for the Exclusive Opening of Libraries for Individual Children aged 4-12

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

- At set moments, the library will be opened exclusively for pupils of at least 4 to 12 years.
- The library is closed to other users when it is opened for children.
- Guardians, parents and carers are not allowed to enter. Children can be dropped off and picked up by one adult maximum.
- The library works with entry tokens.
- Distance: fa
 - Children do not have to keep 1.5 metres apart, but are asked to stay 1.5 metres away from staff.
 - Staff members keep as far as possible 1.5 metres away from the children.
 - Adults always keep 1.5 meters away.
- Children come to the library in groups. They shall gather at designated marked places outside of the library
- Children's stay is limited in time.
- Children are allowed to pick out books to take home.
- The computers cannot be used.
- The play area is not open.
- The library works with clear and workable schedules with sufficient time between visiting periods.
- Outside the library, those picking up children and those dropping off others are kept separate.
- Toilets are closed. Children who need to use the toilet go home and are no longer allowed to come back in.
- The ventilation in the library is up to standards.
- Obstacles have been removed.

2. For Staff

- Keep 1.5 meters' distance away from children as far as possible.
- Always stay 1.5 meters away from other adults.
- 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.

3. For Guardians, Parents and Carers

- Outside of the library, keep 1.5 meters from others
- Guardians, parents and carers are not allowed to enter under any circumstances.
- 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°).
- Don't take your child to the library if someone in your home has a fever (from 38 C°) and/or anxiety complaints.
- Do not shake hands.
- Always follow the instructions given by staff.
- Your child will be given an entry token at the library. If there are no entry tokens available, we ask you to take your child home.

4. Explanation of the System of 'Entry Tokens'

- Children are required to enter the library location with an available entry token.
- The number of entry tokens available depends on the publicly-accessible floor area of the library establishment, with a rule set of at least 5m² per child.
- This will be checked at the door.
- Children without an entry token will be turned away.
- Entry tokens can be reserved in advance.
- In a library with a floor area of 100 m², that is 20 (100/20 = 5).
- Entry items are disinfected after every use.