

# 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 10m<sup>2</sup> 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.