

# EDLC Libraries

## 'Connect & Collect'

# COVID-19 Code of Conduct

**For the safety of you and our employees, EDLC Libraries expect our members/customers:**

- ▶ **Not to enter the Library if feeling unwell or displaying any symptoms. If any symptoms start while waiting to collect, let a member of staff know immediately.**
- ▶ **Not to visit a library without a pre-booked collection appointment.**
- ▶ **To come alone if possible. Groups will not be allowed to enter.**
- ▶ **Not to touch or remove books from the Book Returns box. Follow the guidelines on the box.**
- ▶ **To sanitise hands when entering the building. There is a dispenser in the foyer.**
- ▶ **Wear a face covering while collecting. Unless exempt, you will be asked to leave without collection.**
- ▶ **Keep 2m distance from Hub staff and other Hub customers. Keep to the signposted one-way system, and move aside to let people pass safely when necessary.**
- ▶ **To catch coughs and sneezes and discard tissues in bins provided.**

**EDLC Library employees promise:**

- ▶ **Not to come to work if feeling unwell or displaying symptoms.**
- ▶ **To keep 2m distance from colleagues and customers while working.**
- ▶ **To bin coughs and sneezes and practise good hand hygiene.**
- ▶ **To provide you with books which have been quarantined for 72 hours.**
- ▶ **To wear a face covering while handling your books.**

**EDLC Libraries are not currently requesting/using your personal data for Trace and Protect as this is not required for a collection service.**

**We apologise that we are not able to open our Customer Toilets at this time.**