



## **RAILWAY TRAINING INSTITUTE LIBRARY**

### **COVID-19 MEASURES TO BE OBSERVED**



#### **1. WORKING HOURS**

<b>WEEKDAYS</b>	<b>: 8.00AM- 6.00PM</b>
<b>WEEKENDS</b>	<b>: CLOSED UNTIL FURTHER NOTICE</b>
<b>PUBLIC HOLIDAYS</b>	<b>: CLOSED</b>

#### **2. ACCESS TO LIBRARY BY STAFF AND USERS**

All staff and users **MUST** ensure that they do the following before entering the library,

- Washing hands with soap and running water for at least 20 seconds OR sanitizing hands with alcohol based sanitizers
- Staff must ensure that surfaces are clean, including library shelves and computers.
- Any staff or user who may be feeling unwell should take time to recover rather than coming.(observe HR policy on time off)

#### **3. MINIMAL SERVICE**

With tougher limits on public gatherings, specific warnings for people at risk, and closures in the most affected regions. In these situations the library is;

- **NOT** loaning out library materials/books. They are to be used within the library after observing **(2)** above.
- Allowing specified number of users inside the library at a time, thus observing social distancing.
- Regular fumigation of the library premises.
- Implementing regular cleaning processes (including through short closures of the library), especially focused on surfaces where the virus appears to be able to last for longest (plastics, metals other than copper), or at least intensifying cleaning

- Continuing to promote online services and resources in order to limit numbers looking to visit the library.
- Communicating clearly about all any new rules to library users, both online and onsite, and provide regular updates

#### **4. RISKS TO USERS AND STAFF**

Following consideration of the risks to users and staff. In these situations, the library is;

- Ensuring that staff who are coming to work, observe and respect rules around social distancing, this also applies to users.
- Providing on-going communication with users about opportunities to use library resources or services remotely.
- Promoting use of digital libraries and other tools through communicating on HOD's /class representatives' online groups.

## **5. HANDLING MATERIALS**

The library is enforcing the following measures in regard to handling information resources,

- No-one is expected to return books until things return to normal. If returned, a wait period as above must be observed and Clear ways of returning potentially contaminated books, through book drops, dedicated returns desks, or even baskets around the library.
- Readers should not moisten their fingers before turning pages, and suggests using a slightly alkaline cleaner for book covers.
- Library staff have to ensure that they are wearing gloves and masks when handling library books, and then throwing the gloves away immediately afterwards.