

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:
 - 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 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.