



## GUIDE TO LIBRARY FACILITIES DURING COVID 19 PHASE 1: RETURN TO WORK USE OF FACILITIES

- Ensure you have your swipe card with you to gain access to the building
- Gloves and masks, sanitizer etc are all available. Please use as required.
- Wash your hands frequently with soap and water and adhere to social distancing rules

### **BATHROOMS**

- Ensure that toilet 'lobbies' are kept empty where possible. If stalls are in use, wait outside the bathroom area.
- If required, use antiseptic wipes provided in the stall

### **AT YOUR DESK**

- Use sanitizing wipes to wipe down surfaces prior to working, and when you leave for the day. Include phone, keyboard, mouse, screen and desktop.
- Please take any rubbish to the staff tearoom on Level 4 when you are leaving. Rubbish left in offices won't be removed (at this stage)

### **FOOD & DRINK**

- There are limited facilities available for purchasing food and drink on campus, so it's recommended that you bring everything you need for your shift.
- Coffee will be available at the Wally's Walk coffee cart from Monday 25th May

### **STAFF KITCHEN**

- Please consider your colleagues and clean up as you go. Cleaners will not be available.
  - Please wipe down benches and surfaces when you are finished.
  - Bring your own cutlery and crockery, cups and glasses. Library items are not available for use.
  - Most food items left in the fridges in March have been removed.
  - Milk is not available – please bring your own.
  - Coffee, tea and sugar is available in sachets.
  - Single use stirrers to be placed in the bin after use.
  - The dishwasher is not to be used. Handwash your items – don't leave anything in the sink.
  - Ensure that the sink is clean, and no mess is left behind.
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