

## Hiring Spaces from Worcestershire Libraries – Important Information

We're looking forward to welcoming you back to spaces and meeting rooms in libraries. You'll understand that due to COVID-19 we're having to operate a little differently currently, to make sure that we keep customers and staff safe. We're asking those making group bookings to designate a 'Lead Person'. We'll provide information to the Lead Person to make sure you can enjoy our facilities safely.

The information below is in addition to our normal Terms and Conditions and must be followed to ensure you and library staff remain safe. Please read this carefully and if you have any further questions please email: [hiveadminteam@worcestershire.gov.uk](mailto:hiveadminteam@worcestershire.gov.uk)

### Arrival and Registration

- Access to the building and meeting rooms will be through the main entrance. Staff will be available to guide you through COVID-19 procedures (use of hand sanitiser, wearing of masks, flow around the building)
- Groups are asked to arrive/exit together, socially distanced and following one-way signage where in place.
- Track and Trace details: All members of the group will be required to scan the QR code or give their details before they can enter the building.
- The Lead Person should confirm that no members of their group are displaying symptoms of COVID-19 and if anyone is unwell, they should remain at home.
- Should there be a queue to enter the library, the Lead Person should make themselves known to staff.

### Meeting Room Guidance Hygiene and Sanitisation

- Each of our meeting rooms has a maximum number of people who can use the space safely. This will be confirmed when making a booking. Please do not exceed this.
- If anyone becomes unwell during use of the room with COVID-19 symptoms, please notify staff.
- The Lead Person is responsible for providing clear information on COVID-19 safety to the group such as social distancing, wear a face covering and cleaning hands more frequently. Posters will be displayed in all rooms to support with this.
- Face coverings must be worn by all users in line with current Government guidelines.
- The capacity for all rooms has been assessed based on 2 meters social distance. **We would ask you not to move the furniture** as this is an important part of ensuring we keep everyone safe and socially distanced during your visit.
- Hand sanitiser is provided upon entry, around the building and in every meeting room for users.
- No food is to be consumed while on the premises to support the requirement for cleaner spaces.
- If you require shared resources at your meeting, please provide these and take with you when finished.
- Rooms should be kept ventilated. Please do not close windows and keep doors open where possible.
- Cleaning materials are supplied in the rooms. Please use these to wipe surfaces used at the start and end of your session (including any IT equipment used).
- Please inform library staff when you have finished with the room.