

Wigan Local Studies Safety Guidance for Visitors

Due to Covid-19 changes have been made regarding access to the Local Studies facilities. This is to ensure we keep our visitors and our staff safe.

Please read and adhere to the following guidelines:

- All researchers must pre-book in advance of their visit. Bookings are not secure until final confirmation is received.
- You must wear a face mask when entering the building, speaking to staff and getting settled at your workstation. You will then be permitted to remove your mask whilst working provided that no other people are in close proximity.
- Lockers will not be available. Please keep bags and personal belongings to a minimum. You are responsible for your own property and the Council do not accept liability for any loss or damage.
- Please note that toilets will not be available.
- Once allocated to a workstation, please refrain from walking around. Social distancing rules must be adhered to at all times.
- You will be required to wear gloves when accessing collections unless you have a valid medical reason for not doing so. Please make staff aware if this is the case. Gloves will be provided.
- Do not handle any collection material with bare hands if you have recently used sanitiser.
- Staff will be unable to assist with any additional requests or access further material on the day, however you are welcome to book another session and material will be prepared for you in advance.
- Under no circumstances must resources be taken off the premises.
- Please respect our staff as your safety is their primary concern.

For information, all surfaces will be cleaned prior to your arrival and once you have left. Material will be quarantined for 72 hours prior to further use.