



Narre Warren & District Family History Group Inc.

Covid-19 Research Room Procedures

March 2021

- Opening hours: 11 am to 12.50 pm & 1.00 pm to 2.50 pm – Tuesdays and Saturdays
- No more than three people in the Lorraine Taylor Research Room at any one time – one person must be a committee member
- Members and visitors to book appointments through EventBrite at <http://nwfhg.eventbrite.com>
- Social distancing must be practised at all times – a minimum of 1.5 metres
- The volunteer on duty will ask you for your phone number and will sign you in and out of the room
- Facemasks must be worn under current Covid-19 regulations and we recommend you continue to wear a facemask when in the Lorraine Taylor Research Room
- Entry will be through the Casey Radio doors only– the door from the library will remain closed
- The kitchen facilities are not available for use - L'Arte Central will be open
- Disinfectant wipes, disposable gloves, hand sanitiser, soap and single use towels are available, please use them when coming into the Lorraine Taylor Research Room
- The doors will be open, so you won't need to touch the door handles
- Air conditioning to remain on when you are in the Lorraine Taylor Research Room
- The Lorraine Taylor Research Room is not available to Research Room Volunteers as it would normally be for use outside of hours – we have withdrawn the key from the library desk
- Our Covid-19 Plan is located next to “sign in book” on front desk
- If you are unwell – please do not come to the Lorraine Taylor Research Room
- If you become unwell after attending the room please contact Jane Rivett-Carnac, President – president@nwfhg.org.au - 0412 084 671 ASAP so we can follow up our Covid-19 requirements