

LNWR Society Archive Centre

Covid-19 Virus Awareness Notice

What is Coronavirus COVID 19?

COVID-19 Is a highly infectious disease (respiratory virus) which affects people's breathing and their lung function, which spreads from person to person (if not controlled):

- By breathing in airborne virus droplets (Inhalation).
- Or through contact by touching virus affected surfaces and transferring the virus through secondary contact by touching their eyes, nose or mouth.
- You can spread the virus even if you don't have symptoms".

What are the symptoms of COVID-19?

The main symptoms of COVID 19 are:

- High temperature.
- A new, continuous cough.
- Loss or change to your sense of smell or taste.
- Shortness of breath or difficulty breathing.
- Fatigue.

What do I do if I have COVID 19 Virus?

If you become ill and are displaying the symptoms of COVID 19 when you attend the Centre. It is important you take immediate steps to protect yourself, family and our volunteers.

- Do not use the Centre's Facilities.
- Keep and maintain 2 metre social distance.
- Avoid touching anything.
- Cough or sneeze into the crook of your elbow or paper tissue.
- Notify the Archivist or Premises Officer immediately.
- Make arrangements to return home immediately.
- Self-isolate.
- Get a test (NHS 111 online guidance)".

What steps can I take to mitigate contact with the COVID 19 virus?

Practice good hygiene measures:

- Wash your hands regularly throughout the day with soap and water.
- Or use hand sanitiser.
- Avoid touching your face, eyes and mouth.
- Avoid touching surfaces and objects where practicable.
- Maintain social and safe distancing between yourself and others.
- Wear face coverings where appropriate such as public transport.

In the event of a COVID 19 incident?

You or we must act immediately by:

- Contact the Archivist or Premises Manager.
- Withdraw and lock off the Centre's facilities.
- Clean and sanitise the Centre's facilities.
- Withdraw the affected equipment from use.
- Clean and sanitise the associated desks, chairs and other affected parts of the Centre.
- NHS Test and Trace service preparedness - Compile a list of volunteers and visitors from the day / date when the affected person(s) first arrived on site.

Subject: Covid-19 Virus Awareness Notice		
Presented By: Dave Pennington & Mike Musson		
Please sign off this Notice to acknowledge: You have understood the Society's Policy and Notice		
Name	Signature	Date