

NOP: Underdeck Stores

CAPACITY: ONE PERSON, EXCEPT WHERE TWO ARE NEEDED FOR SAFE
MANUAL HANDLING

Use of this space should be in line with the general SU COVID-19 RA and the Stores and Equipment RA. Only enter this space when necessary to retrieve equipment

Use of space procedure:

- **Do not exceed room capacity**
- Do not enter if **you or anyone in your household has any symptoms** (high temperature, new continuous dry cough, loss or change to sense of taste or smell), and should self-isolate according to government guidelines
- **You must record the name, library card number and phone number of anyone accessing this space** in line with the SU Test and Trace procedure. This will be stored for a minimum of 21 days in line with government frameworks and collected/ processed in accordance with Data Provision Act 2018 and GDPR principles
- Observe 2m social distancing within the room, ensuring doors and walkways are clear. If space is restricted 1m+ is permissible, but **face coverings and gloves should be worn.**
- Leave spaces tidy and keep walkways clear
- Keep door open when inside to improve ventilation
- Wash or sanitise your hands before entering the room

Equipment:

- You must clean any equipment in the room **before and after** use with cleaning products provided
- Disinfect high touch surface (door handle, light switches, keys) **before and after** use with the cleaning products provided.
- Stores should only be accessed when absolutely necessary, and wherever possible by the sole person to use the items inside. That person should also be the only person to return items to the stores.
- Always observe safe manual handling practices

IN CASE OF EMERGENCY	Contact Security on 01225 383666
FOR GENERAL QUERIES ABOUT USE OF THIS STORE	Contact relevant staff member