**STANDARD OPERATING PROCEDURE FOR THE RE-OPENING OF LIBRARY RESEARCH COMMONS**

**PURPOSE**

**The standard operating procedure (SOP) provides guidelines for both the management of Library staff returning to work, as well as students, following the COVID-19 South African lockdown. The aim is to ensure good health and safety of students and staff on return to work (RTW).**

**The following procedures need to be adhered to:**

**Re-opening of Research Commons:**

* All staff and students must perform a self-screening each day, before coming to work by going to the link below:

<https://selfscreen.ukzn.ac.za/>.

* Staff and students who are unable to use the self screening app, will be screened by RMS before they enter the University premises.
* Student access cards must be produced at all times.
* All staff and students to wear a cloth mask as per KZN DoH and prevailing University policy.
* The emergency door will be open for entrance and exit to the Research Commons in Pietermaritzburg and Edgewood, main doors will be used at Westville, Howard College and Medical School to access the RC.
* RMS to check student’s card before the student enters the RC.
* All students must use hand sanitizer, which will be located at the entrance of the RC, before they enter the RC.
* Another hand sanitizer must be mounted inside each RC.
* Students will be seated in marked spaces to accommodate physical distancing of 1.5 m.
* The RCs will be cleaned twice a day, at 07h00 and 13h00. Equipment (keyboard. Mouse, screen, printers) will be wiped down by CMS staff.
* Demarcation outside if there is a queue for students to enter the RC.
* Printing area to be demarcated as well.
* The RCs will be open on Mondays, Wednesdays and Fridays from 09h00 – 15h00. The opening and closing times of the RC will be displayed.
* Students must avoid touching their face areas (mouth, eyes and nose).
* Students must avoid physical hand contact, such as handshakes.
* When coughing or sneezing, students and staff must not use their hands, instead use a tissue/toilet paper or the inside of your elbow.
* Tissues and wet wipes must be disposed of in a closed bin and hands must be washed and sanitized thereafter.
* Sharing of stationery is not allowed.