



RCB Library Visitor/Contractor COVID-19 Questionnaire

Name:

Company (or representing):

Mobile no:

Visiting:

Date:

Time In:

Time Out:

To ensure the safety and health of all people interacting with the RCB Library, **visitors and contractors must complete this declaration form prior to entering the Library**. If you indicate that you have symptoms of COVID-19 **OR**, you have returned from abroad within the last 14 days and have to comply with the latest [Government Guidelines/Regulations](#), you should not be at work and not visiting the Library. Where this is the case, you are prohibited from entering the RCB Library, and are advised to seek professional medical help/assistance.

1. Have you visited any countries outside Ireland in the last 14 days?	Yes / No
2. Are you suffering any flu like symptoms/symptoms of coronavirus covid-19?	Yes / No
3. Are you experiencing any difficulty in breathing, shortness of breath?	Yes / No
4. Are you experiencing any fever-like/temperature symptoms?	Yes / No
5. Did you consult a Doctor or other medical practitioner?	Yes / No
6. How are you feeling health-wise?	Well / Unwell
7. Have you been in contact with someone who has visited an affected region in the past 14 days?	Yes / No
8. I have read and understood the RCB Library COVID-19 Visitor Policy below	Yes / No

NOTE: When on the premises please adhere to our standard procedures regarding infection control, i.e. hand washing/hand sanitising and general coughing/sneezing etiquette

Signed:

Date:

Representative Church Body Library

COVID-19 Visitor Policy

All visitors are requested to strictly follow our standard procedures regarding infection control i.e. hand washing/hand sanitising and general coughing/sneezing etiquette.

Introduction

In order to minimise the risk of the spread of COVID-19, we have implemented this Visitor Policy for the protection of all Visitors, Service Providers and the Library Staff. This policy is under continual review. We regret any inconvenience these restrictions may cause and request your understanding and assistance in their implementation.

For the purpose of this policy, the term 'visitor' includes all RCB Staff based outside of the Library; all service providers and all others.

Entrance to the Library

Visitors should only enter the Library via the main entrance at the front of the building after pressing the Intercom and waiting for direction from a member of Library Staff.

Visitors should wait at the door until either met by a member of Library Staff, or as directed by listening to the Intercom.

Face coverings

In order to protect other users of the Library, all Visitors and Staff are **MUST** wear face coverings on entry to the building and in all public areas and the strong-room area.

These may be removed by staff only working at their workstations, or where other staff or Visitors are not present.

Procedure on arrival

On entering the Library, Visitors are requested to:

1. **Use the hand sanitiser provided** (including before **AND** after the use of the toilets);
2. Read and complete this document on the day of arrival, as per NSAI guidelines;
3. Adhere to the directions of Library Staff at all times.

Restricted access

Visitors are requested to remain within the public areas of the Library – the lobby, the hall, toilets and the two main reading rooms or reception, unless directed by Library Staff.

Your personal data will be processed fairly, transparently and lawfully in accordance with data protection legislation. Your personal data will only be used for the reasons outlined above and will be kept confidential, safe and secure. Should your information change after you complete and submit this form, please inform the RCB by telephone on (01) 4923979.