10th May to end of May From 1st July From 2nd September

- Redeployed library staff start being pulled back to the service, starting with management team.
- Priority groups of library staff receive training on taking birth appointments.
- Risk assessment of each library takes place and work starts on implementing social distancing arrangements.
- Detailed planning for work to be done during June.
- Library layout adjustments taking into account social distancing arrangements completed.
- Pre-opening activity takes place incl. stock take and reservations for customers.
- Workforce planning and rotas prepared for opening.
- Furloughing lifted.
- Those libraries that can open reopen, with social distancing arrangements and amended service offer.
- Where capacity allows, library staff may be able to assist with birth
- Summer Reading Challenge commences from 18th July online.
- Temporary service offer will be reviewed on an ongoing basis.
- Specifically from 2nd September, school autumn term restarts, which will hopefully increase available staff.
- Review risk assessment of each library as approach winter time, e.g. minimum staff numbers, queuing arrangements outside libraries

Winter 2020

1. Our plan is to open as many libraries as possible, from the W/B 6th July. We will ensure that we prioritise the 16 Libraries with Register offices in them so that we can deliver face to face registrations for births and Notices of Marriages (when advised this is possible by the Government and GRO). (Saffron Walden, Uttlesford is a registration office but not in a library)

The 16 libraries are listed below.

		Number of
Office location	District	Registration Offices
Chelmsford	Chelmsford	3
Colchester	Colchester	3
Harlow	Harlow	3
Benfleet	Rochford & Castle Point	1
Billericay	Basildon	1
Braintree	Braintree	1
Brentwood	Brentwood	1
Clacton	Tendring	1
Dunmow *	Uttlesford	1
Epping	Epping Forest	1
Harwich	Tendring	1
Maldon	Maldon	1
Rayleigh	Rochford	1
Rochford	Rochford	1
Witham	Braintree	1
Basildon**	Basildon	3

^{*}Dunmow Registration Office will temporarily have revised opening hours to cover appointments normally offered at Uttlesford District Council Offices in Saffron Walden, which is to remain closed unitl further notice. Dunmow library's usual opening hours will not be affected by this change.

^{**}awaiting a decision from Basildon Council about whether the library can reopen to the public as it is in their open plan building and the main entrance is not owned by ECC. If it is not possible to open the library, Freyns Library will accommodate registration services instead.