## 10<sup>th</sup> May to end of May

Redeployed library staff start being pulled back to the service, starting with management team.

 Priority groups of library staff receive training on taking birth

library takes place and work starts on implementing social

Risk assessment of each

distancing arrangements.

 Detailed planning for work to be done during June.

appointments.

- Library layout adjustments
   taking into account social
- taking into account social distancing arrangements completed.

   Pre-opening activity takes place incl. stock take and reservations for customers.

From 1st

June

- Workforce planning and rotas prepared for opening.
- Furloughing lifted.
- Those libraries that can open reopen, with social distancing arrangements and amended service

From 6th

July

- Where capacity allows, library staff may be able to assist with birth
- Summer Reading
   Challenge commences
  from 18th July online.

## From 2<sup>nd</sup> September

- Temporary service offer will be reviewed on an ongoing basis.
- Specifically from 2<sup>nd</sup> 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

Winter 2020

We have identified 14 libraries that will need to open during a later phase, when it is safe to open them. This is mainly due to the practicalities of implementing social distance measures within them. The full list of reasons is below, alongside the libraries. The libraries (tranche 3a) are more than 3 miles away from another library so will be prioritised to open first

Tranche 3a				
Library	District	Rationale	Nearest alternative	
Silver End	Braintree	Small library, the physical layout may make it harder to comply with social distancing guidelines and low use than other libraries in district	Witham Library is 4.2 miles away, Braintree Library is 4.6 miles away.	
Southminster	Maldon	Small library, the physical layout may make it harder to comply with social distancing guidelines and low use than other libraries in district	Burnham Library is 3.0 miles away	
Kelvedon	Braintree	Small library, the physical layout may make it harder to comply with social distancing guidelines and low use than other libraries in district	Witham Library is 3.4 miles away, Tiptree Library is 4.0 miles away.	
Thaxted	Uttlesford	Small library, the physical layout may make it harder to comply with social distancing guidelines and low use than other libraries in district. Staffing shortages are particularly acute in this district	Dunmow Library is 6.4 miles away.	
Great Wakering	Rochford	Small library, the physical layout may make it harder to comply with social distancing guidelines and lower use than other libraries in district	Rochford Library is 5.9 miles away.	

Agenda item 5

Stock	Chelmsford	Shared entrance with primary school identified as a concern.	Billericay Library is 3.3 miles away, Galleywood Library is 3.2 miles away.		
Tranche 3b					
Holland	Tendring	Small library, the physical layout may make it harder to comply with social distancing guidelines and low use than other libraries in district	Clacton Library is 2.0 miles away.		
Fryerns	Basildon	Lower use than other libraries in district. Staffing shortages are particularly acute in this district.	Basildon Library is 1.6 miles away, Pitsea Library is 2.2 miles away.		
Debden	Epping Forest	Likely to remain closed as located within New City College which is not planning to reopen.	Loughton Library is 1.0 miles away. Chigwell Library is 2.3 miles away.		
Vange	Basildon	Small library, the physical layout may make it harder to comply with social distancing guidelines and lower use than other libraries in district. Staffing shortages are particularly acute in this district	Basildon Library is 2.0 miles away, Pitsea Library is 1.4 miles away.		
West Clacton	Tendring	Lower use than other libraries within district.	Clacton Library is 2.4 miles away.		
Wickham Bishops	Maldon	Small library, the physical layout may make it harder to comply with social distancing guidelines and lower use than other libraries in district. Staffing shortages are particularly acute in this district	Witham Library is 2.9 miles away, Maldon Library is 4.1 miles away.		