10th 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 distancing arrangements

From 1st

June

- 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

From 6th

July

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

From 2nd September

- 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

Winter 2020

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.

Office location	District	Number of 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.