

The Red House archive visits: procedure during Covid-19 pandemic

The Red House team are working to enable researchers to visit the archive again, after some months' closure during lockdown. To keep our readers safe, we will be introducing new procedures as set out below.

- Only pre-booked visitors will be allowed and only one researcher (or small group from the same social "bubble") will be admitted at a time. Please contact us at least a week in advance of your intended visit.
- To prevent transmission of the virus via historic material, we will quarantine your material before and after your visit. For this reason, we will need to know what you wish to consult at least 72 hours in advance of your visit, and it will not be possible to produce any additional material on the day.
- Visitors will be asked to wear face coverings, unless medically exempt, and staff will wear face coverings when speaking to visitors. The invigilator in the Reading Room will be behind a protective screen.
- One toilet cubicle will be designated for the particular use of researchers only. This will be cleaned overnight before and after each visit.
- Researchers will be assigned a locker which will be theirs for the duration of their visit: it will be quarantined for 72 hours before and after a visit.
- Researchers will be asked to wash their hands before using material. Hand sanitiser will be available for them to use at the end of their visit (they should not use it whilst handling material because of the risk of damage).
- Tables and chairs will be cleaned before and after use.

Do contact us if you need further details about how this will work or have particular concerns that you need to raise.

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