

Visitor Guidelines

We have several mitigating measures in place to minimise the spread of Covid-19. These measures may change as advice from the Scottish Government is updated. We are currently still following 2m physical distancing restrictions; reduced capacity; appointment-only visits; test and protect; the promotion of rigorous hand washing and the provision of hand sanitiser.

Please do not visit if you have any Covid-19 symptoms or have been in contact with anyone who has tested positive for Covid-19 within the last 14 days.

Do I need to make an appointment to use the Service?

Yes – please phone our staff on 01563 553654 or email heather.dunlop@eastayrshireleisure.com to make an appointment. Appointment times are on Tuesday, Wednesday and Thursday mornings from 9.45-10.45am and 11.15am – 12.15pm. There is a maximum number of three people allowed per appointment time.

Your booking is for one person only and you cannot bring anyone with you unless they book a visit themselves. The only exception to this rule is if you require a carer to accompany you.

Can I look out research materials on my own?

No - Staff will look out research material in advance of your visit (this is to minimize the need to quarantine materials and to help keep people safe), please advise them as thoroughly as possible of your research request. This will enable our staff to help you get the most out of your visit.

The very nature of our collections means that they cannot be wiped down with antibacterial/antiviral cleaning products. To mitigate the spread of the virus all collections, once handled by the visitor will be placed under quarantine for 72 hours before being made available again.

Once your session has ended please return your items to the appropriate box (staff will advise), where they will be subject to a 72 hour period of quarantining before being put back into circulation.

Do I need to wear a Face Covering?

Yes — in line with the Scottish Government's guidance, visitors must wear a face covering for the duration of their visit to keep themselves and others safe in the department. We recognise that some visitors have health conditions, disabilities or other factors that prevent them from wearing a face covering. Please advise staff of this when you book your appointment time.

Social Distancing & Ventilation

At level 0 the Scottish Government has suspended the need to social distance; however we will continue to operate 2 metre social distancing to maintain operational requirements.

We also recommend you dress in warm clothing as an external door will be open to enable adequate ventilation of the area.

What are the cleaning procedures?

The local history department has been cleaned before opening to the public and regular cleaning procedures are in place throughout the day.

We ask visitors to clean touch screens, keyboards, mice, chair armrests and headphones before and after use and will provide wipes for you to do this.

Staff will clean all hard surface touch points between appointment times.

Contact Tracing

Public health and government guidance for reopening public venues requires East Ayrshire Leisure Trust to participate in the [Test and Protect scheme](#). We will request your contact details when you visit and the information will be held securely for 21 days and then destroyed.