



Guidance for Visiting WYAS Wakefield during Covid-19: Keeping our building Covid Secure

We are pleased to be able to welcome you back to the Wakefield office of the West Yorkshire Archive Service. We are offering a limited service to visitors who need to access our original documents for their research. All visitors are required to book their visit and order documents in advance.

For the continued safety of our staff and visitors West Yorkshire Archive Service are asking visitors to continue to follow these guidelines:

- **Please wear a mask in our search rooms and public spaces**
- **Please continue to social distance when approaching staff and other service users**
- **Please wash your hands regularly**

Why are we asking you to do this?

- There are continuing high rates of infection and transmission in parts of West Yorkshire.
- We carefully risk assess our buildings and in some spaces we cannot provide adequate ventilation through open windows or air conditioning so keeping distance and wearing masks is the best alternative.
- The government vaccination programme is still being rolled out and many people are not yet fully vaccinated.
- It's important to us that all our staff and visitors stay well so that we can continue to deliver the best service that we can, while minimising interruptions to service that may be caused by reduced staffing or the need to self-isolate.

We want visitors, staff and volunteers to feel safe inside our buildings.

[Thank you for helping us do this](#)

We are reviewing our guidelines regularly as we move through the next stage of the Pandemic.

If you are unhappy with the procedures our service has in place to keep staff and visitors safe please contact the Heritage Manager at Teresa.Nixon@wyjs.org.uk



Before you visit

- All appointments must be booked at least a week in advance. Please contact us at wakefield@wyjs.org.uk or on telephone number 0113 535 0142 to make an appointment. Please provide us with contact details when you make an appointment in case we need to reach you at short notice, e.g. in case the office must close at late notice.
- Please do not travel to our building without having received confirmation of your booking.
- Appointments for the Wakefield office are available on Tuesdays and Fridays from 10.00am to 4pm. We close for an hour at lunch time 12:30pm until 13:30pm
- To allow us to continue to socially distance there are 6 visitor spaces available in the search room.
- Please only book for one person where possible: if you intend to bring a visitor with you please notify us in advance, as this will reduce the number of visitor spaces available to other users.
- You must order your documents at least one week in advance of your planned visit. Staff will be able to advise you on how to access catalogues if you are unsure of the document reference numbers you need.
- There is currently a limit on 6 documents per person, per visit.
- Delay your visit if you, or any of your household are experiencing any COVID-19 symptoms. Please notify us in advance, where possible, if you are delayed or unable to visit.

During your appointment

- Please sanitise your hands when you arrive and continue to wash or sanitise your hands regularly during your visit. Alcoholic hand gel is available on-site; it should not be used inside the search room as it can damage collections.
- You will be asked for your contact details so that we can support the NHS Test and Trace scheme.
- Please continue to wear a mask in our search rooms and public spaces.
- You must follow social distancing around staff and other visitors at all times when on-site.
- The archives you request will be produced on a trolley or on your desk, along with any necessary book rests and weights, at the start of your appointment.
- Be patient and polite with our staff while you visit. Any visitors who do not comply with this guidance, our search room guidelines or our acceptable behaviour policy will be asked to leave.