

Bath Record Office - Coronavirus Visitor Charter

With special measures in place for the foreseeable future, we would ask everyone planning a visit to Bath Record Office: Archives and Local Studies to help us ensure everyone's safety by committing to our new visitor charter. This charter is modelled on that produced by The National Archives.

As a visitor to Bath Record Office: Archives and Local Studies you agree to:

- Pre-book your visit at least 48 hours in advance, and not travel to our building without having received confirmation of your booking
- Book a maximum of one visit in a week, to allow other researchers the opportunity to book
- Order your documents in advance where possible
- Delay your visit if you are experiencing any COVID-19 symptoms
- Follow the government guidance on travelling, especially if using public transport
- Observe the safety measures that we have put in place
- Practice social distancing while on site and in our building
- Wash your hands before and after visiting our searchroom, and regularly throughout your visit
- Be patient and polite with our staff while you visit
- Notify us in advance, where possible, if you are delayed or unable to visit
- Accept that our services on site are limited
- Acknowledge that we may ask non-compliant visitors to leave

Accept that Bath & North East Somerset Council has taken every reasonable step to make the Guildhall a COVID-19 secure building, and that we rely on the co-operation of visitors to follow the measures we have put in place to protect everyone's safety.

We will review these arrangements regularly to ensure that they continue to meet government guidance.

Bath Record Office keeps a database of visitors' details and the details of their visits as part of its membership system. We will use this information and share it with the NHS Test and Trace service if necessary.