**COVID-19 related measures in the National Library of Estonia in December 2020**

Libraries in Estonia are all open and providing services. Unfortunately the number of COVID-19 cases keeps rising in the country, thus additional preventive measures have been applied by the Government step-by-step in the past months. Certain nationally issued rules and restrictions cover also libraries – since 23 November it is mandatory to wear a face mask or cover the nose and mouth in public interior spaces (except children under 12 or people with medical contra-indications), the 2+2 rule must be followed (no more than 2 people together, keeping a distance of 2 metres from others). As of 28 November, events in the Library’s conference and meeting rooms must follow the up to 50% capacity rule.

When the emergency situation was declared in Estonia during the first pandemic periood in March, the National Library of Estonia formed its own crisis committee to follow the overall situation and issue instructions for the library staff. The committee meets regularly and revises the in-house rules and instructions related to COVID-19.

Sound clips prepared by the Library and officially published posters remind the Library’s users of the obligation to wear a mask or cover their face also in the reading rooms. A face mask vending machine has been set up in the Library foyer for purchasing masks. Special waste bins have been placed in the reading rooms and office area for disposable masks. Since the first virus wave in spring, disinfectants have been provided in the reading area and office rooms.

Librarians on duty wear visors, the service counters have protective shields. Those staff members whose colleague has been in close contact with a COVID-19 positive person, should also wear a face mask. If it is not possible to follow the 2+2 rule while providing user services, librarians should additionally wear rubber gloves.

For the time being, educational programmes have been discontinued until 11 January which is the end of the winter holidays of schools. The situation will be reviewed on 6 January and the decision how to continue will be made on the basis of current Government recommendations.

All middle managers of the Library have reviewed work organisation to reduce contacts between employees, remote work is practiced as extensively as possible. If staff members work in the same room, they do not have to wear masks.

In-house meetings have moved to the web. Should it be necessary to meet in person, masks are mandatory, distance should be kept and rooms should be ventilated.