



## Elgin County Archives Open by Appointment Only as of March 8<sup>th</sup>, 2021

On Monday, March 8<sup>th</sup>, 2021 Elgin County Archives will be re-opening our on-site public services subject to safety protocols due to the COVID-19 global pandemic. The health and safety of our visitors and staff will always be our top priority. Therefore, we are implementing a number of measures based on regulations and guidance from the Province of Ontario and [Southwestern Public Health](#) (SWPH) which must consider factors such as the need to provide adequate space for social distancing, respecting limits on public gatherings and enhanced cleaning procedures.

The following changes will apply to our public service:

- The Archives Reference Room will be open by appointment only. Unfortunately, we will not be able to accommodate drop-in visitors to the Archives.
- Visitors must wear a non-medical mask (or face covering) in accordance with [the letter of instruction](#) from SWPH and [provincial recommendations](#). Visitors should provide their own mask.
- Microfilm readers/scanners and public computers will be available subject to physical distancing considerations. Users must hand sanitize before and after using this equipment. Staff must be allowed time to sanitize equipment prior to re-use.
- The number of researchers allowed into the Reference Room at any one time will be limited to 2 persons. Research time shall be limited to 2 hours. Extensions will only be granted should there not be other appointments and subject to staffing availability.
- **All** interactions with staff must occur though the plexiglass on the reference desk. Visitors may be subject to health screening prior to entrance. Names and contact information for all visitors will be recorded.
- In accordance with [Canadian Conservation Institute guidelines](#), records and reference room publications will be physically isolated after use for a period of 72 hours and shall not be available to other researchers until this quarantine period has expired. Access to some records may not be possible if they cannot be easily quarantined.
- Donations of records shall be accepted. Donors must make an appointment and follow these procedures as if they were a researcher.

- Access to public bathrooms shall be provided upon request. Proper hand sanitizing must be followed before and after using these facilities. Hand sanitizing stations have been provided in the Reference Room and throughout the Elgin County Administration Building.
- Public access to the reference room could be closed on short-notice subject to public health considerations and staffing availability.

#### Procedure for Using the Archives:

- Researchers should first consult the Archives' research database at [www.elgincounty.ca/archives](http://www.elgincounty.ca/archives) as many enquiries can be handled remotely.
- Researchers wishing to view records at the Archives should contact us by email at [archives@elgin.ca](mailto:archives@elgin.ca) or by calling 519-631-1460 x154 to book an appointment. Requests for access should be as specific as possible so that materials can be retrieved in advance of the visit.
- Reference Room appointments will be from Monday to Friday, 10:00 a.m. to 12:00 p.m. and 1:30 p.m. to 3:30 p.m.