

# JANE CAMERON NATIONAL ARCHIVES

## COVID-19 BUSINESS CONTINUITY PLAN

April 2022

### Appointments

- Pre-Covid, visits to the Jane Cameron National Archives were by appointment only and this will not change.
- If you have an appointment but feel unwell please do not turn up but contact the archives to postpone your appointment or make alternate arrangements.
- Please ring the doorbell beside the main entrance door before entering the building.

### Hygiene

- There is hand sanitiser inside the building and all visitors are to sanitise their hands immediately on entry to the building. There is also hand sanitiser in the Reading Room and hand washing facilities available.
- If you wish to use a face mask in the building and have forgotten to bring one with you there are reusable face masks available.

### Closure of Archives

- If the National Archivist has to isolate after contracting Covid 19 the Archives will be closed. If well enough she will work remotely otherwise there will be a slight delay in answering queries.

### Notification of Closure

- As customary for any closure of a day or more, there will be a sign in the window of the door advising that the Archives are closed and a notice on the website under **Opening Hours**.

### Remote Access to Records

- As was done for overseas researchers unable to visit the Falkland Islands due to Covid restrictions, scans of documents, where possible and practicable, can be placed on the JCNA website for local researchers wishing to access records but not visit in person.

**Tansy Bishop, National Archivist**  
**Jane Cameron National Archives, Jeremy Moore Avenue, P O Box 687, Stanley**  
**Tel: +500 27249**  
**E-mail: [tnewman.archives@sec.gov.fk](mailto:tnewman.archives@sec.gov.fk)**  
**Web: [www.nationalarchives.gov.fk](http://www.nationalarchives.gov.fk)**