



POLITECNICO
MILANO 1863

***GUIDELINES FOR ACCESS TO CONSULTATION SERVICES OF HISTORICAL ARCHIVES
OF POLITECNICO DI MILANO
IN THE "COVID 19 EMERGENCY" PERIOD"***

Introduction

From 1st September 2020 Historical Archives will provide again the consultation services in the Historical Archives reading room, from Monday to Friday, from 9.30 am to 1 pm.

The services will be provided in compliance with safety and environmental hygiene measures established for the containment of the pandemic, aimed at avoiding overcrowding of the environments, and ensuring the distance of more than one meter between those present and with the use of personal protective equipment. Access to the reading room must be done by wearing the equipment prescribed by law, today surgical or equivalent masks.

All Archives' users, as well as contact staff, have to follow the instructions in this document.

The Archives will make available a fraction of the places in the reading room, in accordance with the precautionary measures of social distancing.

To consult a document the user will have to book the consultation sending an e-mail to archivio@polimi.it or calling the phone number 02.2399.5703. The user will have to indicate the fond and/or the materials to view.

The staff, equipped with PPE, will deliver the selected material, keeping the safety distance. The staff will check the consultation takes place in compliance with the regulations in force, always keeping a safe distance and equipped with PPE.

Before consulting documents users will have to sanitize their hands (there are dispensing columns of sanitizing gel to be used).

When consultation is finished, the staff will put the consulted materials (paper documents, drawings, photographs...) in a place dedicated to quarantine. The duration of quarantine for books and paper documents is 72 hours, as recommended by the Italian Library Association. After 72 hours the books will be put back in circulation.

Organizational-preventive measures

Protective measures are divided into organizational measures, on the one hand, and individual prevention and protection measures on the other.



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At present, organizational-preventive activities are considered extremely important, i.e. all measures that aim to guarantee adequate hygiene conditions in the University premises and to limit the possibility of close interpersonal contacts.

Access to the University

Access to the University spaces must be done by wearing the equipment prescribed by law, today surgical or equivalent masks. This provision applies to all staff, students, third-party workers who for any reason must access the Politecnico.

Staff and visitors must wash and / or sanitize their hands frequently.

Movements within the University must be limited to the minimum necessary.

Prevention and individual protection measures

Anyone who goes to the premises of Politecnico di Milano must view the University information on "Risk Management from COVID-19 - Contagion Mitigation Plan", the full text is published on the University website : <https://www.polimi.it/en/landingpages/covid-19/safety/>

The contact staff present will always wear a mask if in contact with the public and also disposable gloves if in contact with potentially contaminated material. These protective equipment will be provided by the University.

Social distancing

During the provision of loan services, compliance with health and hygiene measures will be guaranteed to avoid overcrowding in common areas and the distance of more than one meter between people. This from the first moment of access to the University spaces, and even before entering the Historical Archives' room.

The staff will verify that the expected distance between users is guaranteed near the desk.

Social distances of more than one meter must be guaranteed among staff members.

Reception procedure

Access to the Historical Archives' room must be done by wearing the equipments prescribed by law: surgical masks (or equivalent).

A dedicated unit will verify that users do not have a body temperature higher than 37.5 ° C.

Outside and inside users and staff will have some dispensers with hydroalcoholic solution for hand disinfection.



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Special signs will identify the waiting position of the users, respecting the social distancing.

Where possible, paths will be marked to separate the entry and exit flows.

Management of a symptomatic person

In the event that a user experiences symptoms attributable to COVID-19, the latter must immediately inform the staff who will put in place the procedures provided and reported in the Mitigation Plan.

Milan, 1st September 2020