



POLITECNICO
MILANO 1863

***GUIDELINES FOR ACCESS TO LIBRARY SERVICES
OF POLITECNICO DI MILANO
FROM 31st AUGUST 2020"***

Introduction

From 31st August the Leonardo Campus Library, Bovisa Candiani Library and Bovisa La Masa Library will open again with their usual opening hours.

The services will be provided in compliance with safety and environmental hygiene measures established for the containment of the pandemic. Access to the University spaces must be done by wearing the equipment prescribed by law, today surgical or equivalent masks.

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

Libraries will make available a fraction of the places in the reading rooms, in accordance with the precautionary measures of social distancing. To access to the libraries users will have to book a seat through the Affluences app.

To borrow books users will have to book the books from the catalogue and collect them at the library on the following day.

The staff, equipped with PPE, will deliver the requested book to the user, keeping the safety distance.

When books are returned, the staff will put these books on a trolley which will be carried in a place dedicated to quarantine.

To read books onsite users can directly access the shelves, where there are dispensing columns of sanitizing gel to be used before taking the book of interest. After reading the book, the user will put it on the trolleys. The staff will scan with the mobile RFID device, if available, the inventory numbers of books read. The inventory numbers list will be used to register the consultation. In this way the manipulation of the books will be avoided and the books will also be displayed as unavailable in the Catalogue.

At the end of the day all the books returned or read onsite will be carried to a place dedicated to quarantine. The duration of quarantine for the books 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 library.

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

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

Reception procedure

Access to the library 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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The use of lifts for access to the library will be inhibited.

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, 26th August 2020