



**POLITECNICO**  
MILANO 1863

***GUIDELINES FOR ACCESS TO THE HISTORICAL ARCHIVES' EXHIBITION ROOM  
OF POLITECNICO DI MILANO  
IN THE "COVID 19 EMERGENCY" PERIOD***

**Introduction**

From 21st September 2020 it will be possible to visit the exhibition room of Historical Archives, 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. The access and stay in the exhibition room must be done by wearing the equipment prescribed by law, today surgical or equivalent masks.

All those who enter the exhibition room, as well as contact staff, have to follow the instructions in this document.

The Archives will allow access to the exhibition room in accordance with measures of social distancing.

To access to the xhibition room the user has to have booked his visit by sending an e-mail to [archivio@polimi.it](mailto:archivio@polimi.it) or by calling the phone number 02.2399.5703.

The staff, equipped with PPE, will write on the access register the user's name, the phone number, the e-mail address, the date and the time of his staying in the room, keeping the safety distance. The staff will check the visit takes place in compliance with the regulations in force, always keeping a safe distance and equipped with PPE.

Before accessing the exhibition room users will have to sanitize their hands (there are dispensing columns of sanitizing gel to be used).

The services will be provided in compliance with the environmental hygiene measures 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.

**Organizational-preventive measures**

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

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.



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### **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 visiting the exhibition room in presence, 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 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.

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.



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**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, 21st September 2020