



POLITECNICO
MILANO 1863

***GUIDELINES FOR ACCESS TO LIBRARY SERVICES
OF POLITECNICO DI MILANO
IN THE PERIOD OF "EMERGENCY COVID19"***

Introduction

From 18th May 2020 the loan services are provided at Leonardo Campus Library, Bovisa Candiani Library and Bovisa La Masa Library, from 9 am to 4 pm from Monday to Friday.

Users have to book the books from the catalogue and collect them from the library on the following day.

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

In case of return of books, the staff will place these books on a trolley that at the end of the day 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.

The services will be provided in compliance with environmental hygiene measures aimed at avoiding overcrowding of the environments, ensuring the distance than one meter between those present and with the use of personal protective equipment.

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

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.

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.



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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/dettaglio-news/article/10/organizzazione-delle-attivita-e-dei-servizi-in-emergenza-8470/>

The contact staff present will always wear a mask and protective gloves, which 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.

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.