
	<h2 style="color: purple;">COVID-19 Safety Protocol for the Library</h2>	
	<p>Document number based on ISO 45001:2018 : <b>HSE.3.PP.2/G14</b></p> <p>Issue Date: <b>05/09/2020</b></p> <p>Updated: <b>11/02/2021</b></p>	



### **General Information:**

- As of Monday, 15<sup>th</sup> of February 2021, the Library will be open from 08:00 – 18:00 every day excluding weekends. A signpost with the new working hours has replaced the old one on the entrance door.
- Regarding the required COVID-19, tests please be advised by the **«EUC. 13. Safety Protocol on Coronavirus testing»**
- Due to the limited number of persons allowed to enter the Library (*see paragraph A. Access*), only staff members and enrolled students can access the Library.
- All books returned to the Library will be set aside for 72 hours before going back on the shelves, as they cannot be disinfected in the same manner as most other surfaces due to their composition.
- A safe box has been near the security personnel canopy for those who just need to return the books that they have borrowed.
- Couriers should deliver all the packages and any other materials intended for the Library at the predefined point near the security team canopy.

### **A. Access:**

The security guards will be on duty at the defined entrance/exit points of the buildings for temperature screening of every person who want to enter. At the same time, the following apply:

- Use of masks is mandatory in all closed public and crowded spaces for all persons aged 12 or older.
- All individuals in the queue at the reception area maintain a distance of 2m by standing only on the red circle signs.
- The capacity of the Library will not exceed twenty (20) persons excluding the Library staff at any time.
- Appropriate hand antiseptic containers are placed at the entrance point of the Library for hand disinfection.
- Drinks and food are not allowed into the Library.

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- Movement of Library visitors is limited to the minimum necessary.
1. Taking the stairs is safer than using the elevator. Maximum elevator capacity should not exceed two (2) persons at any time.
  2. Students, administrative and academic staff can have access to the Library only by showing their EUC card to the security guard.
  3. A distance of 2m is required at the entrance/exit of the Library to avoid crowding.

### **B. Library staff:**

1. Staff are urged to perform frequent hand hygiene with alcohol antiseptic and especially after touching common objects or high-touch surfaces (e.g. shelves, books).
2. Protective transparent Plexiglas barriers have been placed on the reception desks and between the offices of the Library staff to limit contact with the public.
3. Access to staff offices and the Library kitchen is blocked for all visitors by a retractable belt-barrier.
4. Masks are mandatory for all Library staff. Use of masks is mandatory in all closed public and crowded spaces for all persons aged 12 or older.
5. Tours for any reason are not allowed.
6. Payments with cash are not allowed.
7. If possible, temporary cancellation of the fine concerning late return of books should be considered.

### **C. Study spaces:**

1. Only open-plan study points are available for the visitors. The two (2) conference rooms and the computer room will be closed.
2. Appropriate warning signs (X & ✓) designate the seats allowed for use.
3. Study points will have adequate physical distancing between them across the Library area.
4. All visitors and Library staff are required to use their own mask and should keep distances between them walking along the corridors or when visiting the toilets.



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5. All visitors and Library staff are encouraged to apply respiratory hygiene: use hand, elbow, or tissue to cover mouth/nose when coughing/sneezing, directly dispose of tissue, and perform hand hygiene.
6. Toilets are equipped with the appropriate consumables (water, soap, and antiseptic liquids) for disinfection of hands, under the responsibility of the Cleaning Department. One person should visit the toilet each time.
7. Ventilation and a/c systems will be operating an hour before and during the working hours of the Library. If the a/c system has a mode for air recycling, it should be turned off. All these systems are well maintained and their filters are cleaned under the responsibility of the Maintenance Department.
8. Visitors are not allowed to hold any seat with their personal belonging during lunch breaks or other long breaks due to limited capacity of the Library and high demand that might occur.
9. Smoking is not allowed at the balcony of the Library.
10. Sharing of pens, pencils, papers, and other stationery or personal objects between visitors is strictly forbidden. Hand hygiene is strongly recommended after touching common hard copies and documents.
11. Visitors are highly encouraged to use the automatic lending machines if available.

### **D. Instructions to all visitors and Library staff when using toilets:**

Toilets are equipped with the appropriate consumables (water, soap, and antiseptic liquids) for disinfection of hands.

1. Before entering the toilet, perform hand hygiene with hand antiseptic.
2. Avoid crowding when using the toilet – only one person at a time should enter.
3. Perform hand washing with water & soap for at least 20 seconds right before and after use of the toilet.
4. For hand drying, prefer use of single-use paper towels.
5. Keep lid closed when flushing to avoid spread of droplets.
6. Keep toilet adequately ventilated.

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### **E. Leaving the Library:**



1. Everybody should keep wearing their own mask until reaching an entrance/exit point of the building.
2. There is a closed bin with pedal placed at every entrance/exit point for safe disposal of any used protective equipment (masks, gloves etc.).
3. The health professionals from First Aid and Medical Station will be available periodically at all the entrance/exit points for demonstration and guidance on how to remove personal protective equipment safely.

### **F. Emergency:**

1. In case of emergency, an action plan is already in place for application when required. (“COVID-19 Incident Handling Framework”)
2. A room inside the First Aid and Medical Station on the ground floor of the West building has been defined as the temporary isolation room for confirmed/suspected cases.
3. In case any staff member or visitor has symptoms such as fever, cough, breathing difficulties please inform the HSE & Security office (22 559580) accordingly before coming to EUC premises.
4. If a person has any of the above-mentioned symptoms when arriving at the entrance/exit point, the nursing staff present is properly prepared and adequately equipped to proceed with required actions in close communication with HSE & Security office.

### **Notes:**

- ✓ All areas of EUC have been thoroughly cleaned and disinfected prior to the beginning of the academic year, according to the instructions of the Ministry of Health.
- ✓ The cleaning staff will disinfect all surfaces frequently, especially the study spaces, the reception desk, and the toilets, to ensure ensuring public health and safety.
- ✓ The security personnel will be responsible for monitoring the traffic inside and outside the Library and the entire premises in close coordination with the HSE & Security office.

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- ✓ The nursing staff and the security personnel will be on duty for continuous checks of everyone's health, following the measures in the current safety protocol.
- ✓ The TV screens operating in the premises display important information regarding COVID – 19 such as symptoms, protective measures, and correct method of washing hands.
- ✓ There are guidelines for proper handwashing in the toilets and at the defined entrance/exit points of the buildings.