
	<h2 style="color: purple;">COVID-19 Safety Protocol for the Library</h2>	
	<p>Document number based on ISO 45001:2018 : HSE.3.PP.2/G14</p> <p>Updated: 24/09/2021</p>	

General Information:



- As of Monday, 04th of October 2021, the Library will be open from **08:00 – 21:00** every day excluding weekends.
- Only staff members and enrolled students can access the Library. The capacity of the Library will not exceed **fifty (50) persons excluding the Library staff at any time**.
- 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 placed 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:

1. All Library staff and visitors must consult the **«EUC. 12. Entry Screening Safety Protocol»**.
2. Taking the stairs is safer than using the elevator. Maximum elevator capacity should not exceed two (2) persons at any time.

B. Library area & Study spaces – Guidelines for all the Library staff and visitors:



1. Library 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. Appropriate hand antiseptic containers are placed at the entrance point of the Library for hand disinfection.
3. Protective transparent plexiglass barriers have been placed on the reception desks and between the offices of the Library staff to limit contact with the public.
4. All individuals in the queue at the reception area maintain a distance of 2m by standing only on the red circle signs.
5. Masks are mandatory for all Library staff and visitors. Use of masks is mandatory in all closed public and crowded spaces for all persons aged 12 or older.
6. Tours are allowed **under permission** by the **Head Librarian, Mr. Theodoros Tzitzimbourounis**.
7. Payments with cash are **not** allowed.
8. Smoking is **not** allowed at the balcony of the Library.

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9. Drinks and food are **not** allowed into the Library.
10. Access to staff offices and the Library kitchen is blocked for all visitors by a retractable belt-barrier.
11. The two (2) conference rooms and the computer room can be available with a limited capacity and only for staff members **under permission** by [the Library & the Health and Safety office](#) (for ensuring health and safety compliance).
12. Appropriate warning signs ( & ) designate the seats allowed for use.
13. Study points will have adequate physical distancing between them across the Library area.
14. All Library staff and visitors are required to use their own mask and should keep distances between them walking along the corridors or when visiting the toilets.
15. All Library staff and visitors 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.
16. 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.
17. Library 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.
18. 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.
19. Visitors are highly encouraged to use the automatic lending machines if available.
- 20. Movement of Library visitors is limited to the minimum necessary.**

D. Use of toilets:

1. The toilets are equipped with the appropriate consumables under the responsibility of the Cleaning Department (water, soap, and antiseptic liquids) for disinfection of hands. One person should visit the toilet each time.
2. Before using the toilet, perform hand hygiene with hand antiseptic.
3. Avoid crowding when using the toilet – only one person at a time should enter.

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4. Perform hand washing with water & soap for at least 20 seconds right before and after use of the toilet.
5. For hand drying, prefer use of single-use paper towels.
6. Keep lid closed when flushing to avoid spread of droplets.
7. Keep toilet adequately ventilated.

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 a suspicious or a positive case, the emergency action plan will be applied by the nursing staff of the First Aid and Medical office.
2. If a person has COVID-related symptoms when arriving at any of the defined entrance/exit points of the premises, the nursing staff of the First Aid and Medical office is properly prepared and adequately equipped to act accordingly in close communication with HSE & Security office.

Notes:

- ✓ The cleaning staff disinfects all surfaces frequently, especially the study spaces, the reception desk, and the toilets, to maintain public health and safety.
- ✓ The nursing staff and the security personnel will be on duty for ensuring compliance with the measures required by 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.