

Hygiene and safety plan for the Neubrandenburg University of Applied Sciences Library

Valid from: 12 July 2021

General definitions

- The library is a central facility of the University. Therefore, the general hygiene plan of the University also applies in the library premises as a matter of principle. Facility-specific requirements are defined in this supplementary hygiene and safety plan.
- The measures described are intended to protect against infection and are based on the 'Restrictions for libraries and archives' defined in the Coronavirus Ordinance for Mecklenburg-Vorpommern and the decree issued by the Ministry of Education, Science and Culture of Mecklenburg-Vorpommern.
- If the rules described here are not complied with, the services of the library may not be used. Monitoring compliance with the rules is the responsibility of the library staff who are on duty.

Current restrictions

- When entering the library all visitors must disinfect their hands. A disinfectant dispenser is provided at the entrance.
- Visitors are informed about the current rules in the library with clearly visible posters at the entrance. Visitors are not permitted to enter if they have an acute respiratory disease unless a medical certificate confirms that they do not have COVID-19.

Workstations for users and visitor guidance system

- A distance of at least 1.5 metres to other people must be maintained in the library. In waiting areas floor markings remind visitors to comply with the distance rules. A clear protective screen is installed at the service counter.
- In the open-access section of the library, tables and chairs are positioned for users to ensure compliance with the minimum distance between places. The chairs have been removed or barrier tape has been applied to places that must not be used. A maximum of 15 visitors may be in the library at any one time (maximum of 10 short-term visitors and 5 workstation users). Depending on demand the number of visitors can be increased provided that the hygiene requirements can be complied with and the number of people per 10 m² of public space is not exceeded.
- There is a predefined pathway through the library to channel the flow of visitors. Signs and arrows on the floor indicate the pathway.

Face masks

- Users of the library are obligated to wear a medical face mask (e.g. surgical masks as defined by EN 14683) or a respiratory mask (as defined in the annex to the current version of the Coronavirus Protective Mask Ordinance of Mecklenburg-Vorpommern, e.g. FFP2 masks). This rule does not apply for people who are unable to wear a face mask for medical or psychological conditions or a disability and can verify this exemption by a medical certificate.
- The requirement to wear a face mask applies throughout the entire library. Masks must also be worn at the workstations.
- Staff can remove their face masks when they are working alone behind the service counter, which is protected by a protective screen (Plexiglass screen).

Cleaning

- Cleaning of the library will be performed at regular intervals according to the contractually defined cleaning plan by the contract building cleaning service.
- Heavily frequented contact surfaces (particularly workplaces for users, service counter) will also be cleaned at least once a day on the days when the library is open.
- Touchscreens and similar items will be cleaned after every use. Alternatively, users can be provided with single-use materials for cleaning.

Loans, returns and technical equipment

- Media are borrowed and returned as far as possible contactless at the self-service machines and a returns shelf.
- Specimen copies such as daily newspapers or magazines will not be displayed. The newspaper reading room cannot be accessed.
- Specific catalogue computers and the book scanner are approved for use. Photocopiers, the training room and computer workstations are blocked from use.

Reduction in the aerosol load

- The library has a technical ventilation system. According to information from property owner, maintenance work and replacement of the filter pockets was carried out on 11 May 2020. Office III has also organised an inspection, repairs and cleaning of the ventilation system vents. The ventilation system operates continuously.
- At regular intervals on-duty staff will ventilate the library using intermittent ventilation or cross-ventilation for several minutes. The emergency exit doors and the electric sliding doors at the library entrance will be held open for this purpose. This is intended to reduce the aerosol load in the main usable area.

Library inductions and training

- Events in the library rooms will not be offered until further notice.
- Library inductions and training will be conducted using digital formats.