

§ 1 Procedures to be followed in the Institute of Journalism and Social Communication Library

- 1. To ensure a safe service for the Users, an obligation to reserve the books by e-mail (dorota.hadrysiak@uwr.edu.pl) or by phone (71 375 79 03) has been introduced. During the pandemic the library collections shall only be shared outside. The reading room is closed until further notice.**
- 2. The reserved materials shall be handed out in the Library during the working hours of the Institute.**
- 3. To minimise the contact between the librarian and the User, a container for the materials returned and book request forms has been put next to the entrance of the library.**
- 4. All the returned materials shall be excluded from lending for three days (quarantine). After that period borrowing them shall again be possible.**
- 5. Only one User is allowed to be present in the Library of the Institute of Journalism and Social Communication at a time. The time spent in the Library has been limited to the period necessary to borrow collections.**

§ 2 Ensuring safety in the facility

- 1. When borrowing the collections, the User is obliged to wear a safety mask or a different covering of the nose and mouth and to a prior disinfection of hands. The disinfectant dispenser is next to the Library entrance. The Librarian is provided with personal protective equipment (safety masks, safety visor) and hand sanitisers.**
- 2. The organisation of using the Library takes into account the stipulated social distance (minimum 1.5 metre).**
- 3. To ensure additional protection for people present in the Library, an extra safety measure – in the form of a plexiglass screen or a different limitation in the place of the contact between the User and the Librarian – may be introduced.**
- 4. All the rooms are regularly ventilated, and handles, keyboards telephones, light switches, and other surfaces or frequently-used pieces of equipment are systematically disinfected.**
- 5. In case of noticing distinct symptoms of the disease, such as persistent cough, malaise, breathing difficulties, the User shall not be let inside the Library. The User shall be instructed to report immediately to the nearest isolation ward to undergo a thorough medical examination, either using their own transport or calling 999 or 112. The following procedures shall be implemented:**
 - a) informing the director of the facility about the incident, which will enable the staff to determine the area of the User's movements, routine cleaning according to the facility procedures, and disinfection of tactile surfaces (handles, railings, knobs etc.)**
 - b) establishing the list of workers and other users (if possible) present at the same time in the part/parts of the facility where the User has been and**

recommending following the instructions of the Chief Sanitary Inspector available at www.gov.pl/web/koronawirus/ and www.gis.gov.pl, which concern the people who have had any contact with the infected.

ZCA DZIENSTWA WYKONCZYLI
Inspektorzy Sanitarni
(Kamień Pomorski, Kołobrzeg)
•••••

