

(General) hygiene concept of the Europa-Universität Flensburg and Flensburg University of Applied Sciences for the the Campus Library Flensburg (ZHB)

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Preamble

The decree issued by the State of Schleswig-Holstein to fight the spread of SARS-CoV-2 allows the re-opening of university libraries on a reduced level

A hygiene concept agreed on with the local health department in charge is pre-requisite for the use of libraries.

Based on general principles of risk assessment and the recommendations for public events, activities etc. made by the Robert-Koch-Institute the President's Offices of the Europa-Universität Flensburg (EUF) and Flensburg University of Applied Sciences (FUAS) issue the following hygiene concept for the use of the Campus Library Flensburg (ZHB).

This hygiene concept will be updated continuously corresponding to legal requirements, decrees and new findings.

This version of the concept as well as updates thereof will be announced on the websites of the two universities and via internal mailing lists in German and in English for the universities' members.

General rules

The principles of infection prevention apply to the use of the library.

The current maximum number of users allowed in the library at a time (excluding library staff) is 100.

Hand hygiene, cough and sneeze etiquette and keeping a distance from others (at least 1.5 metres) are the most important measures to minimise the risk; masks covering the mouth and nose and gloves cannot replace these measures, they are additional measures, however.

The prevention of infections prevails over the right to use the library.

Time spent on campus must be limited to an absolute minimum. Gatherings on campus are prohibited altogether Three people already make up a gathering.

Library users who have notable respiratory symptoms (e.g. coughing, sore throat or aching limbs) are required to leave the library immediately unless they can provide a doctor's note verifying that the respiratory symptoms are not of an infectious nature (e.g. students with an asthma cough).

Occupational safety and health regulations remain valid in addition to this hygiene concept.

Framework conditions for the Campus Library Flensburg

1. Routes to be followed in the library will be designated and marked in order to avoid encounters and ensure that distances can be kept.
2. Entrances to and exits from the library will be marked separately. In order to direct the movement of people and groups in a way that minimises encounters, stairs will be marked for the way up and others for the way down. The direction in which to walk will also be marked in hallways, this may lead to some hallways becoming one-way routes. As a general rule everyone shall walk on the right-hand side. Overtaking is prohibited. Symbols and signs known from German road traffic regulations are to be followed, this may result in detours. The lift may only be used when necessary and by one person at a time.
3. General advice for the prevention of infections have been posted inside the building and in the entrance area; they are to be adhered by.
4. If it is not possible to guarantee the minimum distance while entering the library, users must use the waiting area in front of the library or return at a later point in time.
5. The library facilities as well as sanitary facilities will be cleaned professionally once a day.
6. No events, classes etc. may be held in the library in the period of time this hygiene concept is valid for.
7. All users must use the hand sanitizer provided at the entrance to the library to thoroughly disinfect their hands in accordance with the hygiene rules.
8. The lockers are blocked and may not be used. Users may only take those personal items that are absolutely necessary into the library with them.
9. Users are required to enter their first name, last name, student ID number and the time at which they enter the library into the lists available in the entrance area of the library. When they leave the library, they must enter the time at which they do so in the same list. Once this is technically possible, this registration may be done contactless using the library card. The attendance lists or, once possible, the registration data gathered via the library card, will be stored in the Campus Library for a four-week period. The data protection rules are to be adhered to. The lists are to be handed to the health department in charge if required.
10. A maximum number of users allowed in the library and its facilities at a time will be determined. This number is based on the rules for distance keeping and hygiene. The number of users will be tracked by the number of book baskets provided at the entrance to the library. Every user has to carry one of these baskets with them to be allowed access to the library.
If no baskets are available at the entrance, anyone wishing to enter the library must wait until another user leaves the library and the basket has been disinfected and made available again. The library staff will disinfect the book baskets.

11. Both library users and staff are recommended to wear a mask covering the mouth and nose if this has not already been made mandatory. Users and staff should bring their own masks.
12. The library staff is to ensure a sufficient circulation of air by opening windows on both sides of the library during opening hours.
13. Food and drink may not be consumed anywhere in the library.
14. Sanitary facilities are equipped with soap and paper towels as well as notes on how to wash hands properly.
15. Individual services such as the information desk will not be provided for the time the hygiene rules are in place to avoid direct contact between library users and staff.
16. Once books have been borrowed or returned, the library must be left promptly using the designated routes and keeping at least the minimum distance.
17. Library staff can exclude library users from using the library if they are not adhering to hygiene rules and continue to do so after having been given a warning.
18. Copiers and scanners will not be available for use as long as there is no satisfactory solution for how to deal with questions and support on using them, paper being jammed or refilled and disinfecting the devices.
19. Initially, access to the library will be limited to certain user groups. The groups allowed access to the library will be announced on the library's website.
20. Library services will be limited. The services offered first are the borrowing and returning of books and other resources. Any extension of the services offered must be based on a risk assessment.
21. The time a user is allowed to spend inside the library is limited, at the start this shall be a maximum of one hour.
22. Books can be borrowed and returned via the self-service terminals. Returned media will be stored in separate areas and returned to the shelves in accordance with the recommendations made by the German Federal Institute for Risk Assessment on 21 April 2020; paper items will be put back on the shelves after 24 hours, plastic items after 72 hours.
23. Payment will not be accepted until contactless payment via card has been implemented or a safe solution has been found for handling cash. The maximum amount of outstanding debts accepted per user will be increased in the underlying IT system.

24. User registration and the extension of memberships will only be carried out contactless, i.e. online preferably.
25. Computer work places will only be available after a suitable cleaning concept has been established.
26. The employees and students of both universities will be informed of this hygiene concept via e-mail and on the websites. Changes or additions to this hygiene concept of the Campus Library Flensburg will be announced on the ZHB's website and via the press offices of the universities.

This hygiene concept comes into effect immediately after the health department of the City of Flensburg has agreed to it.

Flensburg

Flensburg

The President's Office of EUF

The President's Office of FUAS