

COVID-19 Protocols for visiting the Library

WELCOME BACK!

The health of our users and staff is our highest priority, and we, therefore, request you to respect our measures regarding COVID-19.



By entering the premises, you are agreed to the COVID-19 protocol of the EWU Library, which can be found on our website.

INTRODUCTION

These protocols are rationales to ensure the health and safety of all users at the East West University Library during the COVID-19 pandemic. The protocol's rules and actions are for the university community's assistance, including faculty, student, and staff of the EWU.

The aim is two fold: first, to assure the community involved with the EWU that the premises are as safe as possible during COVID-19 and second, to ensure that the community knows what is expected of them when they visit the EWU Library.

The protocol is obedient to the rules and regulations set out by the Government of Bangladesh for

Public Health. The procedures described in this protocol are also guided by standards existing in the host country as well as standards applicable within international organizations.



As these rules and procedures are subject to constant monitoring, evaluation, and review, the protocol, too, will be subject to ongoing monitoring and evaluation by each institution. The institutions will meet on a regular basis at operational and management levels to review the rules, procedures, and measures in place. If needed, they will update them.

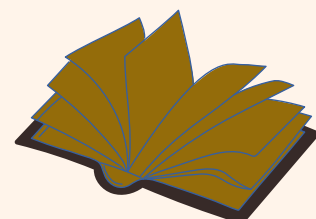
APPLICABILITY OF AND RESPONSIBILITY FOR LOYALTY TO THE PROTOCOL

The protocol applies to all users of the EWU Library and all activities on the premises of the EWU. The following users are identified:

- Faculty
- Student
- Staff
- Visitor

All users of the EWU Library are called upon to exercise caution and to respect the rules of the protocol. Each department is responsible for monitoring and enforcing the protocol rules, if necessary, in respect of its activities.

General rules of behavior are communicated throughout the premises using simple pictograms and clear language in English. In addition, posters with specific health questions will be fixed at eye level onto the walls of the lobby.



SUGGESTED STEPS FOR LIBRARY

- Libraries are 100% virtual during this pandemic situation: promote virtual collections, e-books, downloadable audiobooks, and e-databases.
- Promote virtual services: virtual reference service, virtual programs, and similar services.
- Provide library board with consistent updates—communicate what you know, when you know it.
- Hold special meetings when necessary to talk about progress.
- Utilize social media to get updates out to the public quickly.
- Logistics – planning to include:
 1. Sanitization and hygiene;
 2. Programming and meeting rooms;
 3. Interlibrary loan;
 4. Community needs and outreach;
 5. Continuation of services under each phase.

GENERAL PREVENTATIVE HEALTH AND SAFETY MEASURES

BASIC RULES OF BEHAVIOR

- Anyone with signs of a cold, shortness of breath, temperature, and/or other COVID-19 symptoms will be strongly advised not to come to the EWU Library.
- Anyone who needs to come to the EWU Library to fulfill his/her responsibilities may enter the EWU Library only if he/she does not have any of these symptoms.
- All users on the premises are expected to follow safety issues.
- General hand and hygiene rules apply; disinfect hands upon entry and exit, do not shake hands, avoid touching face, and sneezing your elbow.
- Disinfectant gel dispensers will be placed by all entrance and exit doors.

#StopTheSpread

- A minimum distance of 3 meters must be witnessed between any two people at all times.

ENTRANCE TO AND EXIT FROM THE EWU LIBRARY

- The main door will be for entry and exit.
- Exceptions will be made for people needing the ramp:
 1. Deliverers of documents and goods on trolleys;
 2. Disabled persons.
- Sanitizing gel dispensers are available by the entrance and exit door.

ELEVATORS AND STAIRS

- General rule: Please keep left!
- Signage reminds people of this rule.
- Stickers in the elevators indicate the maximum number of persons per elevator, and they should stand.
- In narrow stairs, further measures may apply.

CORRIDORS

- Additional measures may apply in corridors, which are too narrow to ensure 3 meters, respecting the monumental character of the building.

DOORS

- Cleaners have been instructed to pay extra attention to cleaning doors, including door handles.
- Doors that do not fire prevention doors may be left open in order to limit touching them when moving through the EWU Library.

CLEANING

- Library furniture and equipment are cleaned twice a day.

MASK

- Masks are compulsory in the EWU Library.
- WHO and the Ministry of Health strongly recommend wearing protective masks and will put them at their disposal.

#StopTheSpread

FIRST AID

- The Medical Center of EWU is aware of the health protocol for delivering first aid during COVID-19.
- Medical Center is available throughout the working hours.
- Before and after working hours, Security takes on the responsibility of first aid.

EAST WEST UNIVERSITY LIBRARY

- Visitors to the Library must make a reservation through the website or over the telephone. Visitors will not be admitted by the Security Officer if they have not registered.
- Visitors will be given a time slot for arrival at the EWU Library.
- Library visitors will be requested to exit the reading space in an orderly and timely fashion, especially at the end of the day, to avoid queues.
- The Library elevator is primarily for Faculty and Staff.
- Stickers on the floor indicate the stairs to the library.

- A sanitizing gel dispenser is available at the entrance for visitors to disinfect their hands.
- It is advisable that all should bring their own hand sanitizer, drinking water, and home-made food.
- Sanitizing wipes are available in the library.
- Signs in the Library indicate where people may sit.
- Returned books must be placed on the circulation desk, as indicated.
- Returned books will be quarantined for 24 hours before being re-issued [Condition Apply].
- The books to be checked out will be handed over by Library staff.
- Over 57% of the seats have been removed from the reading space. Visitors must use the seats as positioned.
- Procedures for renewal of membership cards or other transactions will be same.



Scan to know more

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