

Courtesy Translation

Attachment 9 Decree of the President of the Council of Ministers, March 2, 2021
MUSEUMS, ARCHIVES AND LIBRARIES

These guidelines apply to local authorities and public and private owners of museums, archives and libraries and other cultural venues.

- Adequate information on all prevention measures must be provided.
- A specific access plan for visitors (opening days, opening hours, maximum number of visitors, reservation system, etc.), which should be displayed and, in any case, communicated widely (e.g. social channels, website, press releases), should be drafted.
- Body temperature can be detected, preventing access in case of a temperature > 37.5 °C.
- Visitors must always wear a mask.
- Workers must always wear a mask to protect their airways when in the presence of visitors and in any case when an inter-personal distance of at least 1 metre cannot be guaranteed.
- The area of contact between staff and users at the entrance can, where possible, be marked off by appropriate physical barriers to prevent infection through droplets.
- Hand hygiene products should be available in all rooms.
- A planned access schedule (e.g. by online or telephone booking) should be drawn up, including a maximum number of visitors present. Access should be regulated in such a way as to avoid crowding and congestion.
- When appropriate, routes must be arranged and areas highlighted, including with floor markings, to encourage interpersonal distancing and provide separation between entrance and exit.
- Adequate cleaning and disinfection of surfaces and rooms must be ensured, with particular attention to those most frequently touched (e.g. handles, switches, handrails, etc.). Ensure regular cleaning and disinfection of toilets. The cleaning of rooms where cultural assets are displayed, preserved or stored must be guaranteed with suitable procedures and products.
- The exchange of air in indoor environments must be encouraged. Depending on the crowding and the time of occupancy of the people, the effectiveness of the systems must be verified to guarantee the adequacy of the flow rates of outside air according to the regulations in force. In all cases, crowding must be related to the actual outside air flow rates. For air conditioning systems, it is mandatory, if technically possible, to totally exclude the air recirculation function. In any case, measures for natural air exchange and/or through the system should be further strengthened and cleaning of the recirculation air filters should be ensured when the system is not in use to maintain adequate filtration/removal levels. Where technically possible, the filtering capacity of the recirculation should be increased by replacing existing filters with filters of a higher class, ensuring that flow rates are maintained. In toilets, the air extractor shall be maintained in continuous operation.
- The use of lifts, where possible, should be limited and reserved for people with motor disabilities.
- In cloakrooms, clothing and personal items must be stored in special garment bags and the like.
- Any audio guides or information supports may only be used if they have been properly disinfected after each use. Encourage the use of personal devices to access information.
- Any dissemination activities should take into account the rules of social distancing. They should be organised in shifts, planned in advance and favouring open spaces.

- As regards the treatment of documentary collections and book collections, since they cannot be subjected to disinfection procedures that might be harmful, reference is made to the procedures for storing them in isolation after their use. It should be noted that the preventive isolation of library and archive collections is limited to materials that come from loans to users and therefore from an uncontrolled external flow. Therefore, it does not apply to internal consultation, which must always take place after hand sanitisation.