

## **Rules and scope of operations of the Academic Centre for Culture and Art "Od Nowa"**

### **1. "Od Nowa" Club**

- 1) The maximum number of attendees who may at a given time stay at the Academic Centre for Culture and Art "Od Nowa" shall be between 12 and 150 persons.
- 2) Telephone numbers to the sanitary and epidemiological station, medical services and other necessary information can be found at the entrance to the building.
- 3) Attendees of the events shall be provided with disinfectants (disinfectant fluids, soap).
- 4) Information on the currently applicable rules of staying in and using the premises of the Academic Centre for Culture and Art "Od Nowa" can be found on the websites and social channels of the Academic Centre for Culture and Art "Od Nowa".
- 5) Sanitary and hygienic instructions for washing hands, taking off and putting on gloves, taking off and putting on masks are provided at the entrance to the building and the rooms and instructions for hand disinfection are posted near the dispensers with disinfectant liquid.
- 6) Cleaning equipment, cleaning agents, and monitoring of daily cleaning work shall be provided with particular attention paid to disinfecting touch surfaces - handrails, handles, light switches, handles, chair railings and flat surfaces, including tops in work and dining areas.
- 7) In order to meet the physical distance requirement, the number of attendees shall be limited in accordance with the applicable sanitary regulations.
- 8) Attendees of events shall be required to disinfect their hands at the entrance and have protection to cover their mouth and nose. The staff of the Academic Centre for Culture and Art "Od Nowa" and the security staff shall have the right to prevent access to the event premises by persons who shall not comply with this requirement.
- 9) Where necessary, the participants may have the temperature measured.
- 10) The use of the cloakroom shall be limited. The cloakroom shall be closed when one of the galleries is visited. Items shall be hung every third hanger during cinema screenings, concerts, and theatrical performances.
- 11) The number of persons in toilets shall be limited (1 person for 2 cabins):
  - Men's room – 4 persons
  - Ladies' room – 5 persons
  - Toilet for disabled persons – 1 person
- 12) There are hand washing instructions in toilets and hand disinfection instructions at dispensers with disinfectant. Toilets shall be disinfected once per hour and the cleanliness and stock of necessary agents (soap, disposable towels, hand disinfectant) shall be checked.
- 13) The ongoing disinfection of handles, handrails, telephones, computer keyboards, equipment in social rooms and, where necessary and to the extent possible, other touch surfaces shall be provided in the building.
- 14) A dedicated and prepared (among others, equipped with personal protective equipment and disinfectant) room, an isolation room, shall be designated in the building, in which persons with symptoms of illness shall be isolated.
- 15) The public shall be required to fill in statements and provide contact details.

## **2. West Railway Station Gallery**

- 1) The Western Railway Station Gallery shall accommodate up to 41 persons.
- 2) Visiting exhibitions shall be limited to viewing objects without touching the exhibits.
- 3) Disinfectants shall be available at the entrance to the exhibition.
- 4) The audience shall be required to disinfect their hands, cover their nose and mouth and keep a safe distance of 2 metres from other persons.
- 5) The cloakroom shall be closed.
- 6) There are signages around the building informing about the applicable safety measures and the limits of persons in a given area.
- 7) For safety reasons, attendees of events are required to submit a statement of health and provide their personal data. Templates of these can be found at [www.odnowa.umk.pl](http://www.odnowa.umk.pl).

## **3. Gallery 011**

- 1) A maximum of 12 persons may stay in Gallery 011.
- 2) Visiting exhibitions is limited to viewing objects without touching the exhibits.
- 3) Disinfectants are available at the entrance to the exhibition.
- 4) The audience is required to disinfect their hands, cover their nose and mouth and keep a safe distance of 2 metres from other persons.
- 5) The cloakroom shall be closed.
- 6) There are signages around the building to inform about the applicable safety measures and limits of persons in a given area.
- 7) For safety reasons, attendees of the events are required to submit a statement of health and provide their personal data. Templates of these can be found at [www.odnowa.umk.pl](http://www.odnowa.umk.pl).

## **4. Concerts, cinema, theatrical performances in the cinema and performance hall:**

- 1) A maximum of 150 persons may stay in the Cinema and performance hall.
- 2) Only half the seats available in the room may be occupied; every second seat to allow for a physical distance (except for families).
- 3) Disinfectants and information signages about the requirement to wear masks and keep a physical distance shall be posted on the site of the event.
- 4) Preference shall be given to online ticket purchase.
- 5) Preference shall be given to e-tickets on telephones.
- 6) Payment by credit card only shall be possible for direct purchase.
- 7) Attendees are requested to arrive at least 30 minutes before the start of the event due to the slow admission procedure.
- 8) Before entering the premises of the Academic Centre for Culture and Art "Od Nowa", the attendees may have the temperature measured. Persons with elevated temperature will not be allowed in the building.
- 9) The security staff and ticket collectors shall be equipped with appropriate personal protective equipment (masks, face shields, protective gloves, hand disinfectants).
- 10) The audience shall be seated at least 2 m away from the stage (artists); for vocal performances this distance shall be at least 6 m.
- 11) During events requiring a search procedure, the security guard shall regularly disinfects hands or use protective gloves.
- 12) The queues of spectators shall be arranged maintaining a distance of 2 m between attendees.
- 13) Attendees of the event shall be required to disinfect their hands at the entrance to the facility or the site of the event.

- 14) For safety reasons, attendees of events shall be required to submit a statement of health and provide their personal data. Templates of these can be found at [www.odnowa.umk.pl](http://www.odnowa.umk.pl).
- 15) Leaving the event shall proceed in groups (sections) while maintaining a physical distance.
- 16) The flow of the audience shall be controlled by the event staff.

## **5. The NCU Auditorium**

- 1) The maximum number of attendees who may be present in the NCU Auditorium at a given time shall be 450 persons.
- 2) Telephone numbers to the sanitary and epidemiological station, medical services and other necessary information can be found at the entrance to the building
- 3) Attendees of events shall be provided with disinfectants (disinfectant fluids, soap).
- 4) Information on the currently applicable rules of staying in and using the premises can be found on the websites and social channels of the Academic Centre for Culture and Art "Od Nowa", including the NCU Auditorium.
- 5) Sanitary and hygienic signages about hand washing, taking off and putting on gloves, taking off and putting on masks are posted at the entrance to the building and entrances to the rooms; signages about hand disinfection are posted near dispensers with disinfectant.
- 6) Cleaning equipment and cleaning agents shall be provided; monitoring of daily cleaning shall be focused on disinfecting touch surfaces - handrails, handles, light switches, handles, chair railings and flat surfaces, including tops in work and dining areas.
- 7) In order to meet the physical distance requirement, the number of attendees shall be limited in accordance with the applicable sanitary regulations.
- 8) Attendees of events shall be required to disinfect their hands at the entrance and have protection to cover their mouth and nose. The NCU Auditorium staff and the security staff shall have the right to prevent access to the event premises by persons who shall not comply with this requirement.
- 9) Where necessary, the attendees may have the temperature measured.
- 10) The use of the cloakroom shall be limited. The cloakroom shall be closed when the foyer is used. Items shall be hung every third hanger during performances and concerts.
- 11) The number of persons in toilets shall be limited (1 person for 2 cabins):
  - Men's room – 4 persons
  - Ladies' room – 5 persons
  - Toilet for disabled persons – 1 person
- 12) There are hand washing signages posted in toilets and hand disinfection signages posted next to dispensers with disinfectant. Toilets shall be disinfected once per hour and the cleanliness and stock of necessary agents (soap, disposable towels, hand disinfectant) shall be checked.
- 13) The ongoing disinfection of handles, handrails, telephones, computer keyboards, equipment in social rooms and, where necessary and to the extent possible, other touch surfaces shall be provided in the building.
- 14) A dedicated and prepared (among others, equipped with personal protective equipment and disinfectant) room, an isolation room, shall be designated in the building, in which persons with symptoms of illness shall be isolated.
- 15) The public shall be required to fill in relevant statements and provide contact details.

## **6. Concerts and performances in the NCU Auditorium**

- 1) A maximum of 450 persons may stay in the NCU Auditorium.
- 2) Only half the seats available in the hall may be occupied; every second seat to allow for a physical distance (except for families).
- 3) Disinfectants and information signages about the requirement to wear masks and keep a physical distance shall be posted on the site of the event
- 4) Preference shall be given to online ticket purchase.
- 5) Preference shall be given to e-tickets in telephones.
- 6) Payment by credit card only shall be possible for direct purchase.
- 7) Attendees are requested to arrive at least 30 minutes before the start of the event due to the slow admission procedure.
- 8) Before entering the premises of the NCU Auditorium, the attendees may have the temperature measured. Persons with elevated temperature will not be allowed in the building
- 9) The security staff and ticket collectors shall be equipped with appropriate personal protective equipment (masks, face shields, protective gloves, hand disinfectants).
- 10) The audience shall be seated at least 2 m away from the stage (artists); for vocal performances this distance shall be at least 6 m.
- 11) During events requiring a search procedure, the security guard shall regularly disinfects hands or use protective gloves.
- 12) The queues of spectators shall be arranged maintaining a distance of 2 m between attendees.
- 13) Attendees of the event shall be required to disinfect their hands at the entrance to the facility or the site of the event.
- 14) For safety reasons, attendees of the events shall be required to submit a statement of health and provide their personal data. Templates of these can be found at [www.odnowa.umk.pl](http://www.odnowa.umk.pl).
- 15) Leaving the event shall proceed in groups (sections) while keeping a physical distance.
- 16) The flow of the audience shall be controlled by the event staff.