

Oa. Temporary Meeting Room Policy addendum - Pandemic

Approved by Library Board: 09/08/2020

Last reviewed by Library Board: 09/08/2020

Description

In order to open the Edward U. Demmer Memorial Library study and meeting rooms safely during the COVID-19 pandemic, the following policies and procedures are in place:

The meeting room capacity limits are changed to:

- Maple Room: 15 people
- Tamarack Room: 8 people
- Spruce Room: 3 people
- Study Rooms: 2 people
- The Libratory is currently unavailable.

Use

Library related activities have priority use.

Face coverings **must be properly worn** the entire time a user is in the building, even when seated and working and alone in the room.

The Spruce Room and Tamarack Room may be booked for up to 2 hours per group, with 30 minutes between groups. All reservations will be made through the Library Director or designated staff. Reservations will be handled on a first-come, first-serve basis.

The Maple Room may be used with approval of library director or designated staff. After hours meetings requests will be considered on an individual basis.

Disclaimer

Meeting room use is subject to change per the health emergency management policy, and additional procedures may be required of users based on the evolving situation.

All other criteria of the regular Meeting Room Policy continue to be in effect.