

Temporary Library Meeting and Study Room policy relating to the COVID-19 Pandemic

The West Allis Public Library's Constitution Room is designed primarily for use by the library in programming efforts designed to meet the library's goals.

On March 17, 2020, the City of West Allis declared that a state of emergency exists due to the COVID-19 pandemic. The COVID-19 pandemic continues to spread among the citizens of Wisconsin and the City of West Allis, sustaining the health emergency that underlies the City's March 17, 2020, declaration of emergency.

This policy shall be repealed/revised at the discretion of the Library Board. Until then, the Library requires the following regarding use of Library Meeting and Study Rooms:

During this period, the Constitution Room and Children's Story Room will be made available for programs designed to provide educational and/or cultural information to the public consistent with the mission of the library. Two use priorities will be adhered to until the Library Board decides to revise or repeal the terms:

- Priority 1 – The library's own programs or programs in which the library is a sponsor, participant or cooperative agency (e.g. discussion group, Friends of the Library, etc.)
- Priority 2 - Official meetings, programs and activities sponsored or conducted by City of West Allis Departments/Divisions and Administration.

During the use of both Meeting and Study Rooms all staff and participants are obligated to observe the following:

1. Masks will be worn by all attendees/users ages five years and older
2. Social distancing practices will be observed by participants
3. Capacity limits may be enforced to ensure proper social distancing and safety

Study Rooms 1 through 4 may only be occupied by a maximum of two people with the exception of an additional library staff person who may be assisting the occupants. Masks must be worn at all times. Users are guaranteed a maximum use of ninety minutes.

Study Room 5 may be used only by library staff in order to conduct "Book-A-Librarian" programs and other library-related activities.

The following individuals are exempt from compliance with the above:

- Individuals who have trouble breathing
- Individuals who are unconscious, incapacitated, or otherwise unable to remove the face covering without assistance

- Individuals with medical conditions, intellectual or developmental disabilities, mental health conditions, or other sensory sensitivities that prevent the individual from wearing a face covering
- When communicating with an individual who is deaf or hard of hearing and communication cannot be achieved through other means

Library Board Approval
August 25, 2021