**Meeting Room Policy During the Recovery from the Pandemic**

The COVID-19 pandemic of 2020 has affected public meeting space at the New Berlin Public Library. Governor Tony Evers’s Safer at Home order was struck down in May of 2020, and the library has been restoring library services in phases.

As of July 6 2020, the library has decided to allow the use of some meeting rooms for small groups, with certain considerations, for the month of July. These considerations include the number of potential attendees in a given space, the density of users in a confined space and the potential for continued localized COVID-19 transmission in Waukesha and neighboring Counties. The library will reassess towards the end of the month and decide whether any changes will be made for August.

Rooms available for public meetings are the Community Room and the Heritage Center Room. There will be a maximum of 40 people allowed in the Community Room and 15 in the Heritage Center Room. Use of meeting rooms will be at the discretion of the library director and board of trustees. Visitors are asked to follow CDC guidelines on social distancing, and the use of masks is strongly encouraged.

Meeting Rooms will be cleaned and disinfected daily, but disinfectant and cleaning towels will be available for use by groups using the rooms.

**Mass Gathering and Density of Attendees:** Gatherings without adequate space for social distancing offer more opportunities for person-to-person contact and therefore poses greater risk of spreading germs and viral transmission.

**Community Transmission:** The level of travel by visitors from New Berlin, Waukesha County and other areas may create additional risk for the spread of germs and viral transmission.

This policy will be updated as needed. We appreciate your continued support as we adjust our procedures to keep the community safe. If you have any questions, please call Barbara Draeger, Library Director, at 262-754-1822, or email at bdraeger@newberlinlibrary.org.

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