

Cook Memorial Library

COVID-19 Pandemic

Library Meeting Room guidelines*

- The only meeting room available for public meetings is the large downstairs meeting room
- Maximum 10 people allowed at a meeting
- No food or drink to be served (participants can bring their own water bottles)
- Masks must be worn during meetings
- A minimum of six feet social distance shall be observed; chairs should be spaced accordingly (floor tiles are one foot square and can serve as a guide)
- All meeting room attendees must answer “NO” to each of the following health screening questions (also used for screening library staff and volunteers) before entering the library for a meeting:
 1. **Have you been in close contact with a confirmed or suspected case of COVID-19?**
 2. **Have you traveled in the past 14 days: internationally; by cruise ship; or domestically outside of New England?**
 3. **Have you had a fever or felt feverish in the last 72 hours?**
 4. **Are you experiencing any respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath?**
 5. **Are you experiencing any new muscle aches or chills, or severe fatigue?**
 6. **Are you experiencing any GI symptoms such as nausea, vomiting, or diarrhea?**
 7. **Have you experienced any new change in your sense of taste or smell?**

Information to share with meeting attendees:

- Remember as you are leaving the meeting that the upstairs library may be at capacity due to COVID-19 limits. Please check in with a librarian after your meeting before staying to visit the upstairs library.
- The library’s restrooms are equipped with sanitizing wipes and touchless soap dispensers.
- The meeting room is equipped with an air purifier that exchanges the air in the room 5 times per hour.

**From COVID-19 Pandemic Meeting Room Use Policy - Adopted by the Cook Memorial Library Board of Trustees on October 12, 2020. Will remain in effect until the Board votes to lift COVID-19 restrictions.*