



## LIBRARY SOPs – COVID-19

- **Usage of all Club facilities at Member's discretion and risk.**
- **Strict observance of SOPs is mandatory and dedicated staff on duty will be authorized to ensure implementation of SOPs as per Bye-Law III (6).**
  1. Timings 10:00 am – 8:00 pm except Friday 10:00 am – 1:00 pm. Sunday closed.
  2. Temperature will be checked at the entrance gate as per practice and anyone with temperature of 99 degrees and above will not be permitted to enter the Club premises.
  3. For pickup and drop-off of books only 02 members at a time will be permitted in the Library for a maximum duration of 15 minutes. Any additional members will be required to wait their turn outside the Library.
  4. Maximum Two Members at any given time will be allowed to use the Internet cafe facilities with strict compliance to the below mentioned protocols.
  5. To select photographs from Albums placed in the Library, one Member at any given time will be allowed to select and may place the order for photographs accordingly.
  6. Members must wear face masks before entering the Club. Hand gloves must also be worn before entering the Library.
  7. Social distancing of a minimum of 3 feet must be maintained at all times.
  8. Drivers picking up and dropping off books will not be allowed beyond the reception in the Library and will be required to leave immediately after pick-up/drop off. Drivers must also strictly observe the face mask and hand gloves protocol.
  9. Only children above 14 years of age will be permitted for pickup and drop-off of books.