



PO Box 935 • 27550 Main Road
Cutchogue, New York 11935
PHONE 631-734-6360 FAX 631-734-7010
www.cutchoguelibrary.org

MEMO: Coronavirus (COVID-19)

To: Public

From: Director, Rosemary Winters

Date: June 27, 2020

The Library will be reopening in four phases (outlined below); these phases and their duration follow protocol of the NYS forward program. The Library will continue robust online services including programming, and other resources for the duration of these phases. The primary consideration in our Reopening Plan is to maintain the safety of Library Staff and Patrons.

Phase 1: *Tuesday, June 2-June 15, 2020 (complete)*

Phase 2: *June 16, 2020-June 27, 2020 (complete)*

Phase 3: *June 29, 2020 (Duration TBD)*

Limited in building services will begin with continuation of Curbside Pickup, including *TAKE & MAKE* Kits. Current online distance services will continue. **During this Phase the Library will be open to the public in a *limited capacity with safety precautions in place (such as social distancing, face coverings, and other government mandates)*.** The Library will be open from 9:30-10:30am daily for ages 65 & up only; all other patrons are welcome after 10:30am. There will be limited patron time in the building (15 minutes) at a limited capacity. Computers, copy machine, scanner, fax, and printing will be available. Please return all items through the Library book drop. Service appointments may be scheduled beforehand (Notary, Local History, *Passport TBD*). *Additional services may be available; more information will be posted to the Library website upon entering Phase 3.*

Hours:

Monday: 9:00am-6:00pm (Senior Hours 9:30-10:30am)

Tuesday: 9:00am-6:00pm (Senior Hours 9:30-10:30am)

Wednesday: 9:00am-6:00pm (Senior Hours 9:30-10:30am)

Thursday: 9:00am-6:00pm (Senior Hours 9:30-10:30am)

Friday: 9:00am-6:00pm (Senior Hours 9:30-10:30am)

Saturday: 9:00am-5:00pm (Senior Hours 9:30-10:30am)

Sunday: Closed

Phase 4: *Start Date TBD (Duration TBD)*

Begin regular Library Operations minus programming (end of social distancing) and continuation of current online distance services. Curbside Pickup will most likely continue, including program *TAKE & MAKE* material kits. In person meeting and programming will be dictated by parameters set forth in the NYS forward program. The Library may still be closed Mondays for cleaning (TBD).

Hours:

Monday: 9:00am-8:00pm OR Closed for cleaning



PO Box 935 • 27550 Main Road
Cutchogue, New York 11935
PHONE 631-734-6360 FAX 631-734-7010
www.cutchoguelibrary.org

Tuesday: 9:00am-8:00pm
Wednesday: 9:00am-8:00pm
Thursday: 9:00am-8:00pm
Friday: 9:00am-8:00pm
Saturday: 9:00am-5:00pm
Sunday: Closed

Please continue to take this opportunity to utilize our vast online resources available through our Library website www.cutchoguelibrary.org

- E-Books & E-Audiobooks: *Overdrive & Libby*
- Video Streaming: *Kanopy*
- E-Magazines: *Flipster*
- E-Books, E-Audiobooks, Video Streaming (via TV or other device): *Hoopla*
- General online resources (Newspapers, Language Learning, etc.)

Be sure to visit www.cutchoguelibrary.org/programs to sign up for our Virtual Programs!

Also, visit www.cutchoguelibrary.org/summer-reading to register for our Summer Reading Program coming this July. Earn prizes for reading, and win raffle tickets to help support local businesses.

No late fees will be accrued on materials that are due during this period. The Library will be going *FINE-FREE* July 1, 2020! Book drops are open 24/7 for returns.

Please refer to the Centers for Disease Control and World Health Organization guidelines and refrain from visiting the Library if you are sick.

The Library is committed to doing its part to safeguard our community. The public will continue to be informed through the Library website, Facebook and email blasts.

Please contact us for any questions or assistance during this time by calling the Library at 631-734-6360, or using our virtual “chat box” on the website.

We appreciate all of your patience and understanding during this time.