



COVID-19 Precautionary Plan

This is the plan for continuation of operations for the Sayville Library during times of increased risk of infection for COVID-19. Determination of zone level is based on variables including community and/or staff positivity cases, hospitalization rates and other epidemiological factors defined by NYS Department of Health.

YELLOW ZONE	ORANGE ZONE	RED ZONE
<p>The Library continues day-to-day operations</p>	<p>The Library Building is CLOSED</p>	<p>The Library Building is CLOSED</p>
<ul style="list-style-type: none"> - Hours of operation may be modified as deemed necessary - Curbside & material locker pick-up services continues - Book Drops remain open - Returned items are quarantined for 7 days; fines are suspended - Public computers available with restrictions in place - Online Services continue including: <ul style="list-style-type: none"> • Virtual programming • Downloadable eBooks & eAudiobooks • Downloadable magazines, movies & music • Online learning (online tutors, courses, workshops, etc.) • Chat with a Librarian - No in-person meetings or programs - No tutoring allowed; limited seating - Signage is placed on doors - Library website and social media accounts are modified to reflect change - Deliveries allowed unless otherwise determined by Library Administration 	<ul style="list-style-type: none"> - Staff may report to the Library or be assigned to work remotely - Curbside & material locker pick-up services continues - Book Drops remain open - Returned items are quarantined for 7 days; fines are suspended - Online Services continue including: <ul style="list-style-type: none"> • Virtual programming • Downloadable eBooks & eAudiobooks • Downloadable magazines, movies & music • Online learning (online tutors, courses, workshops, etc.) • Chat with a Librarian - No public allowed in the building - Signage is placed on doors - Library website and social media accounts are modified to reflect change - Deliveries allowed unless otherwise determined by Library Administration 	<ul style="list-style-type: none"> - No staff in building; key staff are assigned to work remotely - Curbside & material locker pick-up services suspended - Material "holds" are redirected - Due dates for materials checked out are extended; fines are suspended - Book Drops are closed - No in-person meetings or programs - Online Services continue including: <ul style="list-style-type: none"> • Virtual programming • Downloadable eBooks & eAudiobooks • Downloadable magazines, movies & music • Online learning (online tutors, courses, workshops, etc.) • Chat with a Librarian - Custodial staff report to the Library only to conduct essential cleaning and maintenance - Signage is placed on doors - Library website and social media accounts are modified to reflect change - Deliveries suspended unless otherwise determined by Library Administration