



# CONNETQUOT PUBLIC LIBRARY

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Director

## CORONAVIRUS (COVID-19)

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As a precaution to help limit the spread of coronavirus and promote social distancing, we will be suspending some of our classes, events and meetings. Please refer to our online calendar to see which classes, events and meetings will be affected.

The COVID-19 Closure Plan and Continuation of Service Plan were devised by Connetquot Public Library's Administration based on the best available information about the virus, its spread, and prevention measures; consultation with local municipal and health officials; and outbreak prevention and containment best practices employed by large public institutions.

The coronavirus outbreak is a rapidly changing situation. Staff and the public will be informed regularly with updates on how the library is handling the situation and when any parts of the closure or continuation of service plan are implemented.

### **Closure Plan**

*Administration has determined the following Closure Plan is the best course of action in the event that our facility must close due to the COVID-19 outbreak. All decisions will be made by the Executive Director.*

*Scenario A* - Classes, events and meetings may be suspended if the outbreak worsens. Refunds will be issued for all cancelled classes and events.

*Scenario B* - Close Facility. This scenario will be enacted if the Connetquot Central School District closes, or upon direction from the Suffolk County Department of Health Services or New York State. Once the decision is made to close the facility, it will be implemented immediately. The decision to reopen will be made by the Executive Director.

### **Continuation of Service Plan**

*The Continuation of Service Plan will be put into place in the event the facility needs to close due to the COVID-19 outbreak.*

Essential staff has been identified and will be in regular contact during the closure to ensure services are working as intended. Administration will meet regularly and a determination will be made whether a longer closure is required. We will remind the public that our online services will be available, even if the library is closed. Late fees will be waived and refunds will be issued for all cancelled classes and events.