

## Guthrie FCU Lobby Hours Beginning Monday, June 1<sup>st</sup>

**Lobby Hours**- Monday thru Friday 9:00 am-11:00 am & 2:00 pm-4:00 pm

\*Appointments available at other times by request.

\*\* The lobby computer, coffee machine and coin machine will not be available for member use. Coin machine transactions may be left with a credit union employee for processing and will be deposited to the member's account.

**High Risk Courtesy Hour**- Every Wednesday and the 1<sup>st</sup> of each month the lobby will be open for the first hour (9-10 am) exclusively to our members who are at high risk of complications associated with COVID-19 including individuals age 65 and older and those who have underlying health conditions.

**Drive-up Hours**- We encourage the continued use of our drive-up services when possible

### **Sayre Branch**

Monday- Wednesday	8:30-4:30
Thursday	8:30-5:30
Friday	7:30-6:00
Saturday	10- Noon

### **Troy Branch**

Monday- Wednesday	9:00-4:30
Thursday	9:00-5:30
Friday	8:00-6:00

### **Lobby Restrictions-**

**Masks Required**- For the safety of our members and employees, you are required to cover your nose and mouth at all times with a mask or face covering, that follows the CDC guidelines, while in the building. If you are unable or unwilling to wear a mask in our building, we will be happy to help you conduct your business in a manner that is not face to face.

### **Limited number of members allowed in lobby at one time-**

- Sayre branch is limited to 8 members
- Troy branch is limited to 4 members

### **Separate entrance and exit-**

- Sayre branch- Enter building through rear parking lot doors and exit through front doors.
- Troy branch- Enter building through side parking lot doors and exit through front doors.

**Only individuals that are essential to conducting the face to face transaction should enter the lobby.**

**PLEASE...Do not enter the building if you are sick** or have been in contact with anyone who is sick. If you have visible symptoms of being sick you will be asked to leave the building immediately. We will be happy to help you conduct your business in a manner that is not face to face.

### **Limit your time in the building**

- Have your transaction slips completed before entering the lobby
- Endorse your checks and prepare your cash before entering the lobby
- Call ahead for complicated transactions. We can limit your time in the building by completing parts of your transaction ahead of time