



COVID-19 Town Hall: New York's Safety Guidance for Businesses

PRESENTED BY:

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NY FORWARD BUSINESS RE-OPENING SAFETY PLAN TEMPLATE

- Business must develop a WRITTEN SAFETY PLAN;
- Plan must be RETAINED on the premises;
- Plan must be AVAILABLE if an inspection; and
- “Responsible Parties” must AFFIRM they have reviewed, understand and will implement the state-issued industry guidelines.

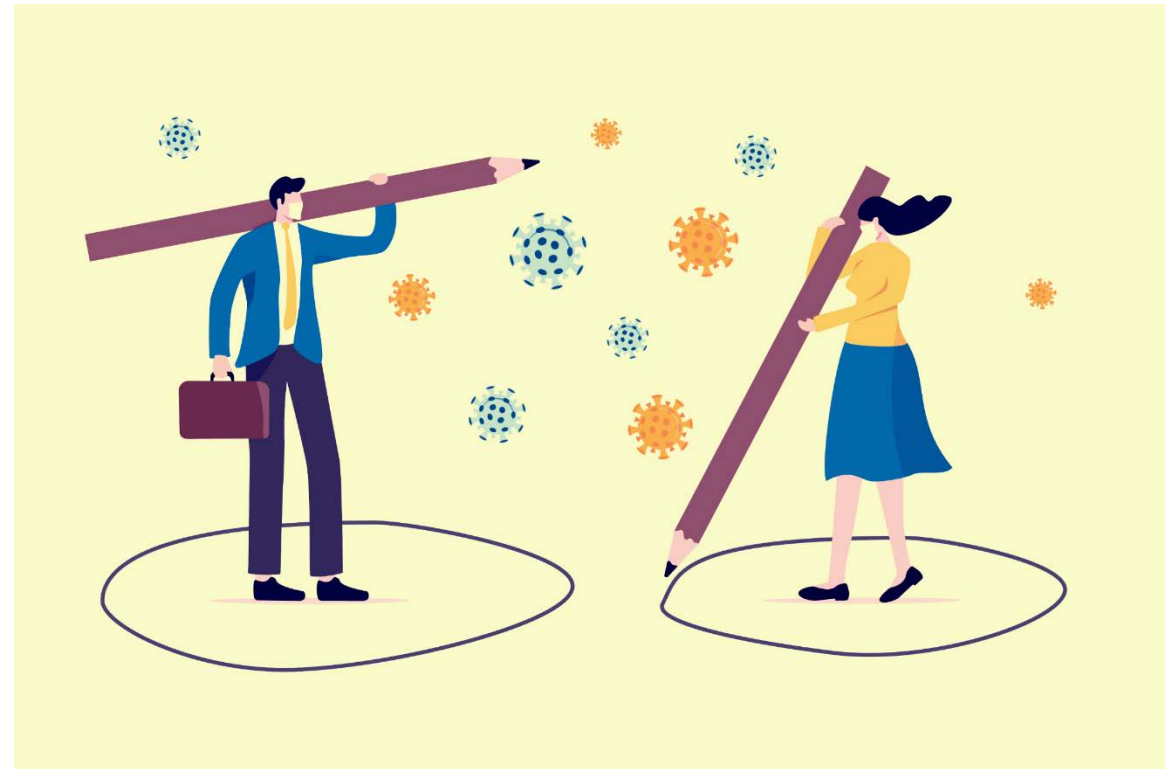
https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/NYS_BusinessReopeningSafetyPlanTemplate.pdf

Components of the Mandated Safety Plan

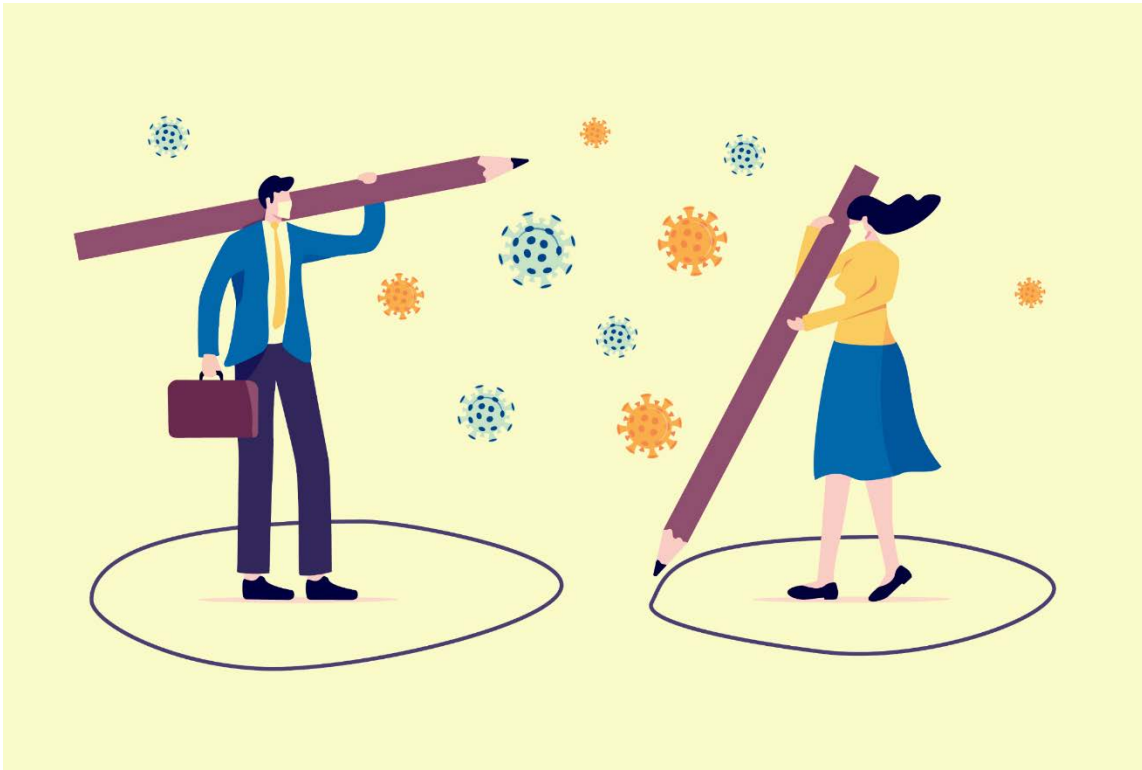
- Industry Specific “Interim Guidance”: Manufacturing, Construction, Retail (Curbside and In-Store Pickup Only), and Wholesale Trade. <https://forward.ny.gov/industries-reopening-phase>
- Designate a Site Safety Monitor
- Plan must address **People**, **Places**, and **Processes**.

Physical Distancing – Mandates

- ❑ Ensure 6' distance between personnel (*unless* safety or core function requires a shorter distance).
- ❑ If personnel are less than 6' apart, face coverings are required.
- ❑ Limit tightly confined spaces to one occupant, *unless* all occupants wear face coverings in which case, limit occupancy to less than 50% maximum capacity.



Physical Distancing – Mandates



- Post social distancing markers in commonly used areas.
- Limit in-person gatherings. If essential, hold meetings in open, well-ventilated spaces with appropriate social distancing.
- Establish designated areas for pick-ups and deliveries. Limit contact.

Physical Distancing Mandates – Industry Specific

- ❑ **Manufacturing**: Limit workforce to 50% maximum occupancy – excluding supervisors. If work requires additional employees, adopt additional mitigation strategies (*e.g.*, face coverings at all times).
- ❑ **Construction**: One (1) worker per 250 sq. ft. (on site) – excluding supervisors. If work requires additional employees, adopt additional mitigation strategies (*e.g.*, face coverings at all times).
- ❑ **Retail**: Total number of employees and customers in establishment cannot exceed 50% maximum occupancy. Customers must be 6’ and wear face coverings. If less than 6’ without barrier, must wear face coverings.

Physical Distancing – Recommended

- Density Reduction: Stagger Work Hours, Alternating Days or Shifts
- Workplace Layout: Distance Work Stations, Erect Barriers, Avoid Multiple Crews or Teams in same area.
- Prohibit non-essential visitors.

Protective Equipment

- Employer must:
 - Provide acceptable face coverings at no-cost and maintain an adequate supply.
 - Allow for individual masks (consider “branding”).
 - Educate: masks must be cleaned, cannot be shared and properly discarded.
- When shared objects or frequently touched areas, wear gloves (employer-provided) **or** sanitize hands before and after use.



Hygiene and Cleaning



- ❑ “Adhere” to CDC and DOH sanitation requirements.
- ❑ Maintain cleaning logs on site that document date, time and scope of cleaning.
- ❑ Provide hand hygiene stations – either handwashing with soap, water, and **paper towels** or **alcohol-based sanitizer** if handwashing is not feasible.
- ❑ Cleaning and disinfecting every day and more frequent cleaning and disinfecting of shared or frequently touched surfaces.

Hygiene and Cleaning

- ❑ Provide gloves if cleaning or disinfection products cause safety hazards.
- ❑ Prohibit shared food and beverages.
- ❑ Retail: Gloves while handling food products and sanitize hands before and after transferring “a load of merchandise.”



Communication

- AFFIRM** you have reviewed and understand the state-issued industry guidelines, and that you will implement them.
- Post signs re: proper hygiene, social distancing rules, PPE, and cleaning and disinfecting protocols.
- Communication plan for employees, visitors, and clients (**not customers**).

Communication

- Maintain log of employees, visitors, and clients (not customers) who may have close contact with others in the workplace.
- Train personnel and frequently communicate guidelines.
- Post safety plan on site.



Employee Health Screenings

- Employees who are sick should stay home or go home.
- Implement **daily** mandatory health screening before employees begin work. Temperature screening is permitted, not required.
- COVID-19 “Symptoms”
 - Fever, cough, shortness of breath; or
 - 2 of the following: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.

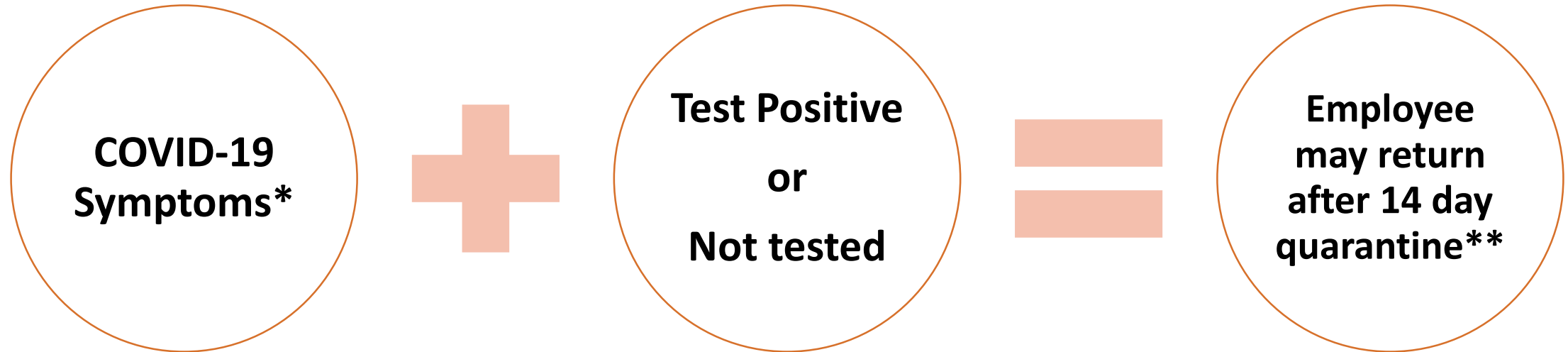
Employee Health Screenings

Employee Questionnaire:

- Has employee been in close or proximate contact in the past 14 days with someone who has tested COVID 19+ or who has had symptoms of COVID-19?
- Has employee tested COVID-19+ in the past 14 days?
- Has employee experienced any symptoms of COVID-19 in the past 14 days?



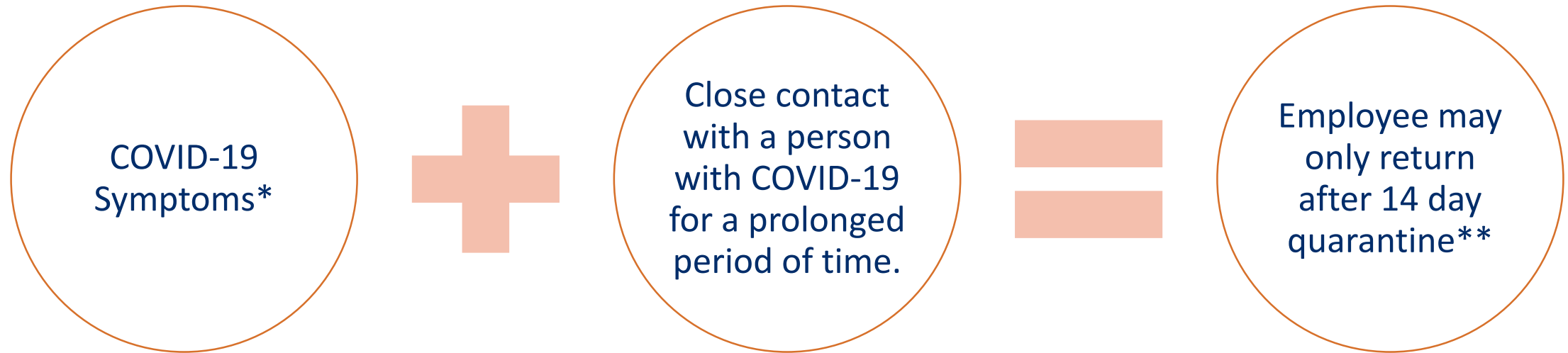
Health Screening: Next Steps



*Guidance requires “Responsible parties must immediately notify the local health department and DOH about the suspected case. Responsible parties should provide the employee with information on healthcare and testing resources.”

** CDC requires employee to be fever-free for at least 3 consecutive days with no fever reducing medicine and other symptoms have improved. <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

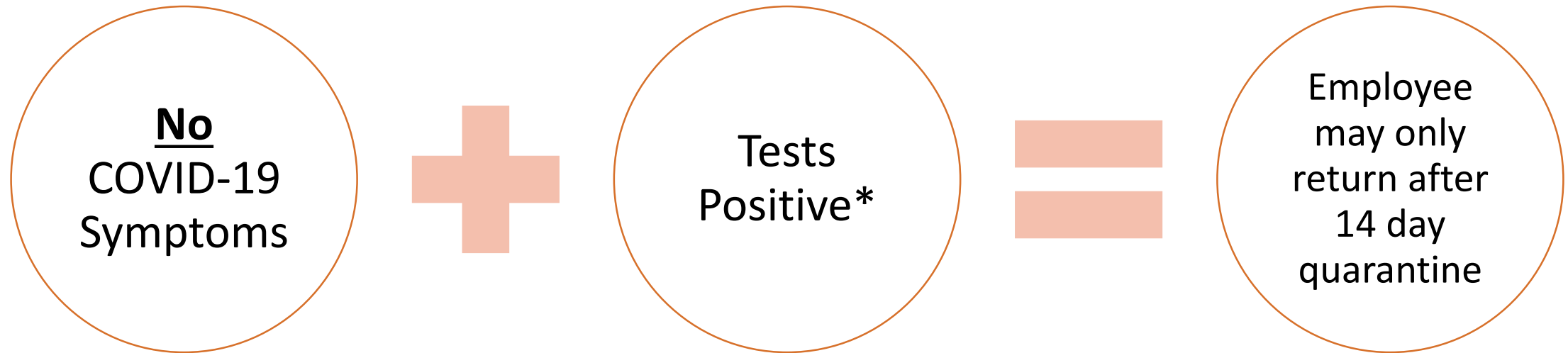
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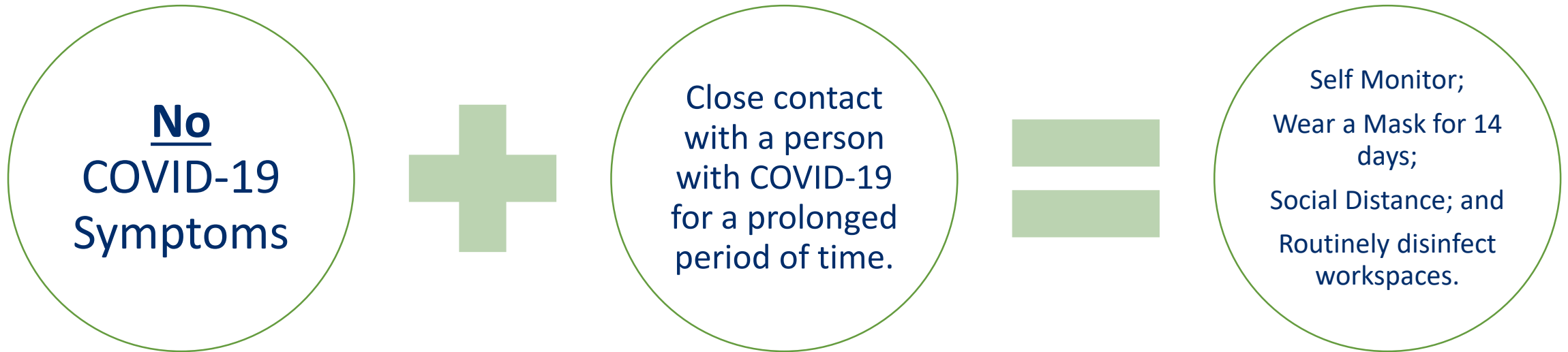
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Health Screening: Next Steps





Additional Questions

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