



NY Is Reopening, Now What?

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Strategic Considerations

- Covid has no expiration date, vaccine is far off
 - Acceptance of risk, direct impact on consumer behavior, B to B, B to C
- Customer facing considerations
 - Re-engage with customers, re-define sales process
- Business Facing
 - Plans, supply/distribution chains, re-capturing customers

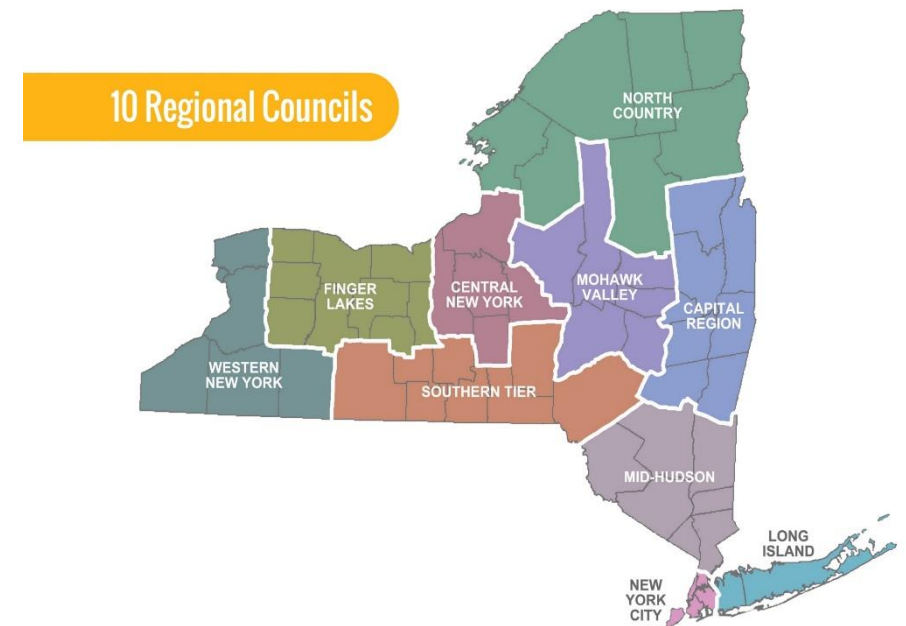
Strategic Considerations

- Frictionless Mobility
- Minding Myself
- Redefining Home
- Privacy
- Globalization
- Environment



As It Stands Now

- NY's Phases
 - Triggers, timing, metrics
 - <https://forward.ny.gov/industries-reopening-phase>
- Business Precautions
 - Protections for employees, for customers
 - Workspace, processes, obligations
- Recommended practices
 - Distancing, PPE, scheduling, hygiene, reporting, OSHA 3990 (<https://www.osha.gov/Publications/OSHA3990.pdf>)



Guidelines & Components

- Mandatory & Recommended Best Practices
 - Physical Distancing
 - Protective Equipment
 - Hygiene & Cleaning
 - Communication
 - Screening

Guidelines & Components

- Physical Distancing
 - Ensure 6' between personnel, face covering anytime persons are less than 6' apart
 - Only one person in confined spaces, if more than one, face coverings and never more than 50% of capacity; use e-meeting when possible, if in-person meetings required, maintain spacing in well ventilated areas
 - Establish designated areas for pickup or delivery, limit contact as much as possible
 - Post distancing markers for all areas where people congregate

Guidelines & Components

- Protective Equipment

- Employer must provide face covering at no cost and have an adequate supply; homemade are ok unless work requires stricter PPE like N95, face shield, etc.
- Face covering must be clean, replaced as needed or when soiled or damaged
- Limit shared objects like tools, machinery, vehicles; use gloves when touching shared surface, wash/sanitize hands before & after
- Must have facilities for washing

Guidelines & Components

- Hygiene & Cleaning
 - Adhere to CDC and DoH sanitation requirements and keep logs on site documenting date, time and scope
 - Provide hand hygiene stations with soap, water paper towels and hand sanitizer (at least 60% alcohol)
 - Encourage frequent sanitation
 - Prohibit shared food & beverages like buffets
 - Cleaning and disinfection of retail or public facing spaces

Guidelines & Components

- Communications
 - Affirm you have and understand state guidelines
 - Post signage and instructions on spacing, rules, etc.
 - Provide training to personnel, post plans on site
 - Communications plan for employees, visitors, customers with updates
 - Maintain logs of every person (worker or visitor) who may have close contact, excludes deliveries with PPE or contactless
 - Notification plan if a worker tests positive to Health Dept and cooperate with contact tracing and maintain confidentiality

Guidelines & Components

- Screening
 - Sick employees should stay home, or go home if they become ill
 - Implement mandatory assessment like questionnaire and temperature check daily;
ask about COVID-19 symptoms in past 14 days, positive COVID-19 test in past 14 days, and/or close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented.
 - Workers who present with Covid-like symptoms sent home with instructions to contact their healthcare provider; *if positive, worker cannot return until after 14 day quarantine; positive works may only return 14 days after positive test*
 - Employees known to have had close contact with a Covid exposure may work with additional precautions
 - On site screeners to be trained and have appropriate PPE
 - Plan for cleaning, disinfecting and contact tracing if a positive case appears

Phase One Requirements

- Safety Plan is required for all businesses

- How to prevent spread
- Not submitted but must be on premises
- Available on request
- Subject to inspection

- Compliant template at

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

- Required attestation at

<https://forms.ny.gov/s3/ny-forward-affirmation>

NY FORWARD BUSINESS RE-OPENING SAFETY PLAN TEMPLATE

Each re-opening business must develop a written Safety Plan outlining how to employees will prevent the spread of COVID-19. A business may fill out this template to build the requirement, or may develop its own Safety Plan. This plan does not need to be submitted to a state agency for approval but must be retained in the premises of the business and must be made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

Business owners should refer to the State's industry-specific guidance for more information on how to safely operate. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please visit <https://www.ny.gov>.

COVID-19 Reopening Safety Plan

Name of Business	
Industry	
Address	
Contact Information	
Owner/Manager of Business	
Human Resource Representative(s) (optional)	
Human Resource Contact Information	

II. PLACES

A. Protective Equipment. To ensure employees comply with protective equipment requirements, you agree that you will do the following:

- ☐ Employees must provide employees with an acceptable face covering at no cost to the employee and have an adequate supply of coverings in case of replacement.
- What quantity of face coverings – and any other PPE – will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? How will you procure these supplies?

☐ Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

• What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?

☐ Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical), or, sanitize or wash hands before and after contact.

• List common objects that are likely to be shared between employees. What measures will you implement to ensure the safety of your employees when using these objects?

B. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:

- ☐ Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.
- Who will be responsible for maintaining a cleaning log? Where will the log be kept?

☐ Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

- Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?

☐ Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g., tools, machinery) and surfaces, as well as high-traffic areas, such as restrooms and common areas, must be completed.

- What policies will you implement to ensure regular cleaning and disinfection of your workspace and any shared objects or materials, using products identified as effective against COVID-19?

Resources

NY State Guidance

- <https://forward.ny.gov>
- <https://forward.ny.gov/industries-reopening-phase#top>
- <https://forward.ny.gov/metrics-guide-reopening-new-york>
- <https://forward.ny.gov/members-regional-control-rooms>
- <https://esd.ny.gov/nyforward-faq>
- <https://www.businessexpress.ny.gov/app/nyforward>

Resources

OSHA Publication: Guidance on Preparing Workplaces for COVID-19

- <https://www.osha.gov/Publications/OSHA3990.pdf>

Centers for Disease Control and Prevention: Interim Guidance for Businesses and Employers Responding to COVID-19, May 2020

- <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

ESD Business Affirmation Submittal Form

- <https://forms.ny.gov/s3/ny-forward-affirmation>

Essential Business Guidance – Updated May 16, 2020

- <https://esd.ny.gov/guidance-executive-order-2026>

Q & A

