BROOME COUNTY
REOPEN PLAYBOOK

A GUIDE FOR SAFE OPERATIONS DURING THE COVID-19 CRISIS

THE LEADERSHIP ALLIANCE

THE AGENCY
BROOME COUNTY IDA / LDC

GREATER BINGHAMTON
CHAMBER OF COMMERCE

5/15/2020

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This guide represents a good faith effort to collect actionable information of use to businesses reopening in the wake of the COVID-19 pandemic. It draws from reputable national, state and local sources as shown on the sources page at the end of the document.

As all businesses are unique, some or all of the information shown here may not apply in any given instance. As with any evolving situation, recommendations or requirements may continue to change with time. Business owners are encouraged to evaluate their own individual circumstances and seek additional expert counsel as needed to ensure compliance with all appropriate recommendations or requirements.

The Agency – Broome County IDA/LDC and The Greater Binghamton Chamber bear no responsibility for any circumstances arising out of, or related to, the application or non-application of any of the practices or procedures contained in this guide.

INTRODUCTION

Dear business leaders,

In March 2020, the way we gathered, shopped, worked and otherwise conducted our daily routine experienced a sea change of unprecedented proportion. At the start of the year, many of us watched and read of a mysterious affliction, called the novel SARS Co-V 2, or the coronavirus, take an incredible toll on the lives of many living in the faraway province in Wuhan, China. Shortly the virus emerged in Europe, with no shared borders and across an ocean.

Discussions on the potential impact of the coronavirus - COVID 19 - began to occur among health care experts and policy makers in the United States in late February when what seemed to be isolated cases, appeared in Washington State and in Westchester County, New York.

By the week of March 9, higher education institutions including Cornell University, NYU and our own Binghamton University announced shut-downs of campuses and an immediate transition to distance-learning for the remainder of the year. Within that same week, Governor Andrew Cuomo ordered the closure of restaurants, bars, gyms and other gathering spaces.

We began to have an unnerving feeling that Broome County and the surrounding region would not remain unaffected for long. On March 15, Broome County Executive Jason Garnar declared a “public health state of emergency” and ordered the immediate closure of all school districts. When schools closed, it was clear - life, as we knew it, had changed.

The experiences we’ve all had over the last two months are unlike any other quite possibly in our lifetime, our parents’ lifetime, and hopefully, our children’s. The COVID 19 pandemic will result in of the most immediate paradigm shifts in our way of living. From the way we work, how we communicate and conduct our business and most importantly, how we prioritize our time with our friends and family. Not a single person will come out unaffected by this experience.

How we endeavor to respond to this crisis will shape the health of our community and our economy into the future. With the tremendous challenges before us, there also exists tremendous opportunity. How will we innovate, recreate, and redefine ourselves? The entrance of COVID 19 was a sprint. The exit will be nothing less than a marathon.

With that, there is no better time, nor better purpose for the Leadership Alliance, an informal merging of the Greater Binghamton Chamber of Commerce and The Agency Broome County IDA/LDC to create the path for economic rebound and recovery for Broome County and the Greater Binghamton region.

The COVID 19 Economic Response, Recovery and Resiliency Task Force formed by the Leadership Alliance will craft a collaborative and comprehensive strategy for economic recovery, utilizing national and regional best practices; data-driven recovery models and a shared understanding of what needs to be done to help businesses and industries survive during the months ahead.

Our COVID 19 Reopening Playbook was created to provide up-to-date guidance and resources to prepare for the safe and responsible economic reopening of Broome County businesses.

We should work together to advance reopening in a safe, responsible and community-minded manner. Our success depends on us.

Be well.

Stacey Duncan
Executive Director – The Agency – Broome County IDA/LDC
President and CEO – Greater Binghamton Chamber

THE COVID-19 ECONOMIC RESOPNSE, RECOVERY AND RESILIENCY TASK FORCE

The COVID 19 Economic Response, Recovery and Resiliency Task Force was established by the Leadership Alliance, in partnership with Broome County in April 2020.

The Alliance formed the Task Force for the purposes of addressing the **immediate** (0-6 months), **short-term** (3-12 months) and **long-term** impacts of the COVID 19 global pandemic. It is important to note the that focus of the Leadership Alliance's Task Force efforts will be on the overall health and sustainability of business operations (including non-profits) in the greater Binghamton region. It is anticipated that other recovery groups will be formed around the area of emergency and disaster preparedness, and a broad range of government services. The Task Force will collaborate and support all effort focused on recovery during this crisis.

The Task Force was created with multiple components including a 1) Economic Recovery Cabinet, and 2) Recovery Teams focused on the areas of a) financial and business continuity; b) workforce retention and talent attraction and c) tourism and quality of life.

ECONOMIC RECOVERY CABINET:

Fred Akshar	NYS Senate 52nd District
Robin Alpaugh	Office of Senator Fred Akshar
Jason Andrews	Windsor Central School District
Brian Aukema	Cornell Cooperative Extension of Broome County
John Bernardo	Agency Board of Directors / SEPP, Inc.
Kevin Blake	Greater Binghamton Chamber Board /ICS Technology Group
Diane Brown	Community Foundation of South Central NY
Kathy Connerton	Lourdes Hospital/Ascension Health
Rich David	Mayor, City of Binghamton
Kyle Davis	Greater Binghamton Chamber of Commerce
Kevin Drumm	SUNY Broome Community College
Stacey Duncan	Leadership Alliance (Agency/Chamber)
Frank Evangelisti	Broome County Planning
Jason Garnar	Broome County Executive
Jen Gregory	Southern Tier 8
Beth Lucas	Broome County Planning
Donna Lupardo	NYS Assembly District 123
Rick Matarese	Supervisor, Town of Union
Aaron Martin	Clerk of the Broome County Legislature
Kevin McManus	Deputy County Executive
Carol Miller	AM&T
Joe Moody	Representing Town of Union
Bob Murphy	Broome Tioga Workforce
Cindy O'Brien	Broome County Legislator
Dan Reynolds	Chairman, Broome County Legislature
Brian Rose	Binghamton University
Omar Sanders	Empire State Development
Bob Sweet	National Development Council
LoriAnne Welch	United Way of Broome County

BUSINESS & ECONOMIC CONTINUITY RECOVERY TEAM:

The purpose of this group is to identify immediate and long-term financial strategies to assist businesses in the recovery; Build resiliency strategies such as recommendations for technology infrastructure to improve electronic commerce systems; communicate financial and economic priorities to government stakeholders (NYS, Empire State Development, Federal officials).

Economic Continuity Membership:

Joel Boyd	Binghamton LDC
Jeff Davis	JK Davis Consulting, LLC
Christopher Hutchings	Smith Brothers
Joanne Jones	Pursuit – NYBDC
Omar Sanders	Empire State Development
Robert Sweet	National Development Council (NDC)

Business Continuity Membership:

Beau Brinsko	ICS Technology Group
Suzanne Lewis-Mott	Johnson Outdoors
Serenna McCloud	CG Law Offices
Brett Pennefeather	Eck Plastics
Pat Regan	IOA USA
Jesan Sorrells	HS Consulting and Training
Rob Warholic	The Smith Group
Maureen Wilson	Cushman & Wakefield

Staff:

Brendan O'Bryan (LEAD)	The Agency
Kyle Davis	Chamber
Amy Williamson	The Agency

WORKFORCE AND TALENT RETENTION & ATTRACTION RECOVERY TEAM:

The purpose of this group is to connect businesses to resources for both short term and long term employment continuity; Prepare Broome County workers for the future employment needs (i.e. distance learning, how employers can regrow their workforce as they ramp back up and how to retain the key talent they don't want to lose); communicate immediate temporary and permanent employment opportunities to job seekers and/or recently laid off employees. Schedule a job fair when the community can resume normal activity.

Sarah Burton	Ascension Lourdes
Sheila Doyle	Binghamton University
Kevin Drumm	SUNY Broome Community College
Jake DuBois	Buckingham Manufacturing
Sheri Lamoureux	United Health Services
Jim Mullins	Broome-Tioga BOCES
Bob Murphy	Broome-Tioga Workforce
Cheryl Sacco	Coughlin & Gerhart
Jim Silkworth	United Methodist Homes
Jeff Smith	Tier Energy Network (TEN)

Staff:

Amy Shaw (LEAD)	Chamber
Natalie Abbadessa	The Agency
Danielle Britton	GBEOP/Chamber
Kyle Davis	Chamber
Maya Jones	Chamber

TOURISM & QUALITY OF LIFE RECOVERY TEAM:

The purpose of this group is to work with key stakeholders to address impact on tourism and overall quality of life issues. We will position Broome County as "front of mind" for relocation, development and visitation. This group will create messaging through video and other social media ads to show the beauty and diversity of our community. Visitors will imagine themselves visiting here and recruits will see the potential life they can build here.

Natalie Abbadessa	The Agency
Nancy Barno-Reynolds	Broome County Arts Council
Joseph Bertoni	Broome County Legislature Clerk
Travis Bort	ABC Creative Group
Richard Bucci	The Agency Board Member
Kerry Gallagher	C & K Communications
Teresa Hatton	Residence Inn & Greater Binghamton Hospitality & Tourism Association
Daniel J. Reynolds	Feehan Financial Svcs /Chair of the Broome County Legislature
Chris Rhoades	Beer Tree Brewing Co.
John Stevens	The Agency Board Member / Consultant
Chris Whalen	Communications Director with Assemblywoman Donna Lupardo
Elizabeth Woidt	Broome County Parks & Recreation

Staff:

Judi Hess (LEAD)	Visit Binghamton/Chamber
Gina Calisi	Visit Binghamton/Chamber
Cassie Green	Visit Binghamton/Chamber
Colleen Shanahan	Chamber

GENERAL GUIDELINES

Returning to the workplace during the COVID-19 pandemic requires thoughtful leadership by employers and diligent action by workers, customers and visitors. Developing a thorough plan will help mitigate the risk of COVID-19 exposure as you maintain business operations.

Download an example plan: COVID-19 Preparations for Start-Up

Employers should stay informed of guidance from federal, state and local health agencies, and plan to respond in a flexible way and refine workplace plans as needed. Employers should assess where and how workers might be exposed to COVID-19 and take steps to mitigate the risk.

A RETURN-TO-WORKPLACE PLAN SHOULD TAKE INTO ACCOUNT:

CONTACT AMONG WORKERS, CLIENTS AND CUSTOMERS.

THE TOTAL NUMBER OF EMPLOYEES **IN A FACILITY AT A GIVEN TIME, ALLOWING THEM TO MAINTAIN DISTANCE FROM ONE ANOTHER.**

LEAVE POLICIES AND INFORMATION ABOUT AVAILABLE EMPLOYEE **ASSISTANCE SERVICES.**

ESSENTIAL EMPLOYEES AND BUSINESS FUNCTIONS, AS WELL AS WAYS TO CONTINUE BUSINESS **OPERATIONS IF THERE ARE DISRUPTIONS.**

EMERGENCY COMMUNICATIONS, **CHAIN OF COMMUNICATIONS (INCLUDING SUPPLIERS AND CUSTOMERS) AND PROCESSES** FOR CONVEYING INFORMATION ABOUT BUSINESS AND EMPLOYEE STATUS.

WORKPLACE COORDINATOR(S) RESPONSIBLE FOR **COVID-19 ISSUES AND IMPACTS** AT THE WORKPLACE.

COMMUNICATING WORKPLACE **PROTOCOLS, SANITATION** MEASURES AND EXPECTATIONS **WITH EMPLOYEES**.

IMPLEMENT ADMINISTRATIVE POLICIES AND PROCEDURES

- Create a plan to allow employees to return to work in phases.
- Continue to implement flexible worksites (e.g., telework) and flexible work hours (e.g., stagger shifts) when possible.
- Actively encourage sick employees to stay home.
- Ensure that sick leave policies are flexible and consistent with public health guidance. Ensure employees are aware of and understand these policies.
- Whenever possible, maintain flexible policies that permit employees to stay home to care for a sick family member or take care of children due to school and childcare closures. Additional flexibilities might include giving advances on future sick leave and allowing employees to donate sick leave to each other.
- Minimize non-essential travel and adhere to CDC guideline and executive orders following travel.
- Honor requests of personnel who are members of a vulnerable population for special accommodations.
- Employers not currently offering sick leave to some or all of their employees may want to draft non-punitive "emergency sick leave" policies.
- Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
- Provide workers with up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g., respiratory etiquette and care of PPE).
- Be aware of workers' concerns about pay, leave, safety, health and other issues that may arise during infectious disease outbreaks. Connect employees to employee assistance program resources (if available) and community resources as needed.
- Provide adequate, usable, and appropriate training, education and informational material about business-essential job functions and worker health and safety, including proper hygiene practices and the use of any workplace controls (including PPE). Informed workers who feel safe at work are less likely to be unnecessarily absent.
- Collaborate with employees to designate effective means of communicating important COVID-19 information.
- Develop emergency communications plans, including a forum for answering workers' concerns and inter-net-based communications, if feasible.
- Business will need to locate the online form for their specific industry to review, acknowledge, and affirm they have read and understand their obligation to operate in accordance with New York State guidance.

IDENTIFY AND ISOLATE POSSIBLE RISK EXPOSURE

- Prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers, customers, visitors and others at a worksite. Develop and communicate a plan or matrix for employees to report when they are sick or experiencing symptoms of COVID-19. Download example here.
- Actively encourage sick employees to stay home, except to seek medical care.
- Employees who have symptoms (i.e., fever, cough or shortness of breath) should notify their supervisor and stay home. Employers should encourage employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.
- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with health care providers and state and local health departments.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.
- Employers should develop policies and procedures for immediately isolating people who have signs and/or symptoms of COVID-19 and train workers to implement them.
- Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors and sent home.
- If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The employer should instruct fellow employees about how to proceed based on the CDC public health recommendations for community exposure.

NYS GUIDELINES

NEW YORK STATE COVID-19 SICK LEAVE

» If you have been quarantined due to COVID-19.
View Details Here

FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA OR ACT)

» If you have COVID-19, are taking care of someone with COVID-19, or are taking care of a child impacted due to closures from COVID-19.
View Details Here

EXECUTIVE ORDERS

MANDATORY FACE MASKS

» All people in New York to wear a mask or a face covering when out in public and in situations where social distancing cannot be maintained, such as on public transportation.
View Details Here

OUT OF STATE HEALTHCARE WORKERS IN NEW YORK

» Allowing Out-of-State Health Care Professionals to Practice In New York State.
View Details Here

PAUSE EXTENDED TO MAY 15, 2020

» All NYS on Pause restrictions and closures will be extended until May 15th.
View Details Here

» Review the 10-point NYS on Pause policy.
View Details Here

NEW YORK EMPLOYERS MUST PROVIDE FACE MASKS TO ESSENTIAL WORKERS

» Employers are to provide essential workers with cloth or surgical masks free of charge to wear when directly interacting with the public.
View Details Here

» Companies that sell or have access to PPE.
View Details Here

ELECTIVE SURGERIES IN CERTAIN COUNTIES

» In an effort to increase the number of beds available to patients, elective surgeries and procedures have been cancelled. Only if the criteria included in EO 202.25 is met by a county will they be authorized to perform elective surgeries and procedures.
View Details Here

NON-ESSENTIAL BUSINESSES TO TELE-COMMUTE

» NYS Executive Order 202.8, issued March 20, 2020, stipulated that all non-essential business suspend in-person operations, moving to a 100% tele-commuting model.
View Details Here

REGIONAL GUIDELINES

» Governor Cuomo outlined guidelines that will help regions create individual plans based on facts and data to reopen New York.
View Details Here

» Empire State Development released the Regional Monitoring Dashboard to track reopening metrics.
View Details Here

» County Executive Jason Garnar published the Broome County Executive's Business Reopening presentation.
View Details Here

MORE INFORMATION

CDC Guidelines for Businesses & Workplaces

» The CDC has published a set of guidelines for businesses to plan, prepare, and respond to reopening.
View Details Here

NEW YORK FORWARD

» The Governor's Office has released a guide to reopening New York & building back better.
View Details Here

TESTING SITES

» One of the four core factors the state will monitor to determine if a region can re-open is diagnostic testing capacity.
View Details Here

» Two testing sites are located within Broome County. Please check their websites for testing requirements.
    » Drive thru testing available at Binghamton University Events Center Parking Lot located at 4400 Vestal Pkwy E, Vestal, NY 13850. Appointment is required.
    » UHS Walk-In Vestal located at 4417 Vestal Pkwy E, Vestal, NY 13850. Referral is required.

PAYCHECK PROTECTION PROGRAM

» If you are a business negatively impacted by the COVID-19 crises, that needs help making payroll.
View Details Here

EIDL LOANS

» If you are in need of economic support to help overcome the temporary loss of revenue.
View Details Here

THE STATE WILL MONITOR FOUR CORE FACTORS TO DETERMINE IF A REGION CAN RE-OPEN:

1 NEW INFECTIONS

Based on guidelines from the CDC, regions must have at least 14 days of decline in total net hospitalizations and deaths on a 3-day rolling average. In regions with few COVID cases, the region cannot exceed 15 net new total hospitalizations or 5 new deaths on a 3-day rolling average. In order to monitor the potential spread of infection in a region, a region must have fewer than two new COVID patients admitted per 100,000 residents per day.

2 HEALTH CARE CAPACITY

Every region must have the health care capacity to handle a potential surge in cases. Regions must have at least 30 percent total hospital and ICU beds available. This is coupled with the new requirement that hospitals have at least 90 days of personal protective equipment stockpiled.

3 DIAGNOSTIC TESTING CAPACITY

Each region must have the capacity to conduct 30 diagnostic tests for every 1,000 residents per month. The state is rapidly expanding capacity statewide to help all regions meet this threshold.

4 CONTACT TRACING CAPACITY

Regions must have a baseline of 30 contact tracers for every 100,000 residents, and additional tracers based on the projected number of cases in the region. The state is currently building an army of contact tracers with Mayor Bloomberg to meet the needs of each region statewide.

Each region will reopen businesses in phases with at least two weeks in between each phase. Click the links below to view the New York State summary guidance:

PHASED RE-OPENING PLAN

PHASE ONE

- Construction
- Manufacturing
- Wholesale Trade
- Select Retail for Curbside Pickup Only
- Agriculture, Forestry and Fishing

PHASE TWO

- Professional Services
- Finance and Insurance
- Retail
- Administrative Support
- Real Estate, Rental and Leasing

PHASE THREE

- Restaurants and Food Service
- Hotels and Accommodations

PHASE FOUR

- Arts, Entertainment and Recreation
- Education

For a full list of businesses included in the Phase 1 re-opening plan, click here.

MAINTAIN A SAFE AND HEALTHY WORKPLACE

For most employers, protecting workers will depend on emphasizing basic infection prevention measures. As appropriate, all employers should implement good hygiene and infection control practices.

CONSIDER IMPROVING THE ENGINEERING CONTROLS AT YOUR WORKPLACE. THIS MAY INCLUDE:

INSTALLING HIGH-EFFICIENCY AIR FILTERS

INCREASING VENTILATION RATES IN THE WORK ENVIRONMENT

INSTALLING PHYSICAL BARRIERS, SUCH AS CLEAR PLASTIC SNEEZE GUARDS

INSTALLING A DRIVE-THROUGH WINDOW FOR CUSTOMER SERVICE

SCREEN EMPLOYEES

» Employees who have symptoms (i.e., fever, cough or shortness of breath) should notify their supervisor and stay home. Employers should encourage employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.

» Increase signage to remind employees and visitors of symptoms and appropriate sanitary procedures. Example

PRACTICE ON-SITE PHYSICAL DISTANCING AND ENHANCED PROTECTIVE MEASURES

» Limit or prohibit access of nonemployees into your workplace.

» If your business requires essential visitors such as deliveries or customers, consider:
  * designating a specific location for all deliveries and disinfect the area regularly.
  * recording all visitors for potential contract tracing purposes.
  * contacting visitors in advance to explain organizational protocols, if possible.

» Create staggered facility entry and exit procedures to maintain at least six feet of physical distancing.

» Establish a six-foot clearance around lobby and reception locations.

» Implement physical distancing and cleaning protocols for elevator and escalator usage.

» Consider keeping doors to rooms and offices open to avoid frequent touching of door handles (if compliant with local building codes).

» Provide markings within the worksite to promote distancing and consider managing foot traffic flow to reduce employee contact in high-traffic areas.

- Clearly post physical distancing guidelines.
- Limit in-person meetings of any size. Communicate virtually whenever possible.
- Increase physical space in worksite configurations. Employees closer than six feet together should have a protective barrier separating them, or they should be re-configured to accommodate appropriate spacing.
- Encourage or require on-site employees to wear face coverings (contingent on availability).
- Train workers who need to use protective clothing and equipment how to put it on, use/wear it, and take it off correctly, including in the context of their current and potential duties.
- Implement processes for handling files, supplies, etc., to ensure proper sanitation.
- Whenever possible, shared office phones should be eliminated. Any phones shared by employees should be thoroughly cleaned after each use.
- Close or limit access to common areas. Consider removing furniture in areas where employees are likely to congregate.
- Stagger use of all shared spaces, such as bathrooms and kitchens/meal areas. Ensure frequent, safe cleaning of those facilities.
- Consider adding the use of tents for curbside pickup or to extend restaurant dining space, break space, or waiting spaces for customers.
    - Review Johnson Outdoors Gear, Inc. / Eureka!® Tents *A Practical Guide to Tents & Shelters*

PERFORM ROUTINE ENVIRONMENTAL CLEANING AND DISINFECTION

- Routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, tele- phones, light switches, drawers, cabinets, handrails and doorknobs, as well as shared equipment, such as printers and copiers.
- Provide disposable wipes so that frequently touched surfaces (for example, keyboards and telephones) can be wiped down by employees before each use.
- If surfaces are dirty, they should be cleaned with a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- All common areas should be disinfected and cleaned throughout the day by designated employees, particularly frequently touched surfaces, including handles and counter surfaces.
- Discourage employees from using other's phones, desks, offices or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Perform enhanced cleaning and disinfection after persons suspected/confirmed to have COVID-19 have been in the facility. If a sick employee is suspected or confirmed to have COVID-19, follow the CDC cleaning and disinfection recommendations.

ENCOURAGE RESPIRATORY ETIQUETTE AND HAND HYGIENE

- Provide soap and water in the workplace. If soap and water are not readily available, use an alcohol-based hand sanitizer that is at least 60% alcohol. Ensure that adequate supplies are maintained.
- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow.
- Place hand sanitizers in multiple locations to encourage hand hygiene.
- Provide tissues and no-touch disposal receptacles.
- Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.
- Place posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other high-visibility areas.
- Discourage handshaking – encourage the use of other contactless methods of greeting.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

While engineering and administrative controls are considered more effective in minimizing exposure to coronavirus, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies.

Examples of PPE include gloves, goggles, face shields, face masks and respiratory protection, when appropriate. During an outbreak of an infectious disease such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of the disease. Employers should check the OSHA and CDC websites regularly for updates about recommended PPE.

All types of PPE must be:

» selected based upon the hazard to the worker.

» properly fitted and periodically refitted, as applicable (e.g., respirators).

» consistently and properly worn when required.

» regularly inspected, maintained and replaced, as necessary.

» properly removed, cleaned and stored or disposed of, as applicable, to avoid contamination of self, others or the environment.

Employers are obligated to provide their workers with PPE needed to keep them safe while performing their jobs. The types of PPE required during a COVID-19 outbreak will be based on the risk of being infected with coronavirus while working and job tasks that may lead to exposure. Businesses should plan for a higher than usual cleaning and PPE line item in their budget for future years.

» Broome County PPE site – more details to come

» Companies that sell or have access to PPE.
View list here

Federal, state, and local government agencies are the best sources of information. Staying informed about the latest developments and recommendations is critical, since specific guidance may change based upon evolving outbreak situations.

Several recommended websites provide the most current and accurate information:

» Occupational Safety and Health Administration (osha.gov)

» Centers for Disease Control and Prevention (cdc.gov)

» National Institute for Occupational Safety and Health (cdc.gov/niosh)

INDUSTRY AND WORKPLACE-SPECIFIC

GUIDELINES

OFFICE SPACES

SCREEN FOR SYMPTOMS

» Employees who have symptoms (i.e., fever, cough or shortness of breath) should notify their supervisor and stay home. Employers should encourage employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.

» Employers may provide a questionnaire for employees to self-report symptoms and assess the level of potential exposure.

» Increase signage to remind employees and visitors of symptoms and appropriate sanitary procedures.

» Prior to reopening, send clear communication to employees on new workplace protocols and sanitization measures.

» If an employee is confirmed to have contracted COVID-19, employers should inform employees of possible exposure but maintain confidentiality as required by the Americans with Disabilities Act.

ENCOURAGE PHYSICAL DISTANCING

» Bring employees back in phased groups.

*Identify essential staff and create rotating groups based on office floor plans that will allow for the recommended six feet of physical distance between individuals.

*Continue to allow work from home options, when possible.

» Consider adding physical barriers in open office spaces where distancing is not possible.

» Encourage on-line communication, avoiding close face-to-face communication.

» Limit occupancy of conference rooms to ensure 6 feet between each person and limit the amount of time that each person is in the conference room. Encourage virtual meetings.

» Cancel or postpone in-person events when distancing guidelines cannot be met.

» When possible, close break room or community areas where people may tend to congregate and place occupancy limits on community spaces.

» Limit work travel as much as possible. Limit 1 person per vehicle unless otherwise necessary.

PRIORITIZE HYGIENE PROTOCOLS

» Prior to reopening, deep clean all surfaces and frequently touched points.

» Use disinfectants that are EPA-registered and labeled as bactericidal, virucidal and fungicidal.

» Regularly disinfect frequently touched points.

*Leave disinfecting wipes near touch points.

*Designate employees to intentionally disinfect frequently touched points throughout the day.

*Encourage employees to wipe down shared equipment after each use.

» Provide hand sanitizer near touch points and in communal spaces.

» Encourage employees to use face masks when not in a walled cubicle, private office or separated workstation.

» Use signs and posters to remind employees of new guidelines and best practices.

FOOD SERVICE ESTABLISHMENTS

SCREEN FOR SYMPTOMS

» Employees who have symptoms (i.e., fever, cough or shortness of breath) should notify their supervisor and stay home. Employers should encourage employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.

» Employers may provide a questionnaire for employees to self-report symptoms and assess the level of potential exposure.

» Increase signage to remind employees and visitors of symptoms and appropriate sanitary procedures.

» Limit the use of high-risk staff to duties requiring minimal contact with customers.

» Cross-train personnel to perform essential functions so the workplace can operate even if key staff members are absent.

» If an employee is confirmed to have contracted COVID-19, employers should inform employees of possible exposure but maintain confidentiality as required by the Americans with Disabilities Act.

ENCOURAGE PHYSICAL DISTANCING

» Encourage the use of carryout, curbside or delivery dining options.

» Encourage reservations and call-ahead orders to limit time spent in the facility.

» Maintain a six-foot distance between all parties.

*Rearrange seating plan to maintain six feet between each table.

*Provide floor markings to maintain a six-foot distance in waiting areas and at cash registers.

*Limit the capacity of waiting areas to 10 people or fewer.

*Consider calling or texting guests when tables are ready to avoid large gatherings.

PRIORITIZE HYGIENE PROTOCOLS

» Prior to reopening, deep clean all surfaces and frequently touched points.

» Use disinfectants that are EPA-registered and labeled as bactericidal, virucidal and fungicidal.

» Increase cleaning of frequently touched surfaces. Disinfect dining areas between each guest.

» Provide hand sanitizer bottles or stations for customer use.

» Limit or remove reusable customer items, such as condiments and menus.

*Provide single-use menu and condiment options.

*If reusable items aren't removed, sanitize between each customer.

» Require staff to wear face masks when interacting with customers or if working in a kitchen space that doesn't allow for physical distancing.

» Maintain vigilance for employee hand-washing guidelines. Use tongs, gloves or utensils to prevent direct hand contact with food.

» Use signs and posters to remind employees of new guidelines and best practices.

For more specific guidelines pertaining to restaurants and bars please visit the Streetsense *Pandemic Relaunch Toolkit*.

» Toolkit for Reopening Bars + Restaurants

RETAIL ESTABLISHMENTS

SCREEN FOR SYMPTOMS

» Employees who have symptoms (i.e., fever, cough or shortness of breath) should notify their supervisor and stay home. Employers should encourage employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.

» Employers may provide a questionnaire for employees to self-report symptoms and assess the level of potential exposure.

» Increase signage to remind employees and visitors of symptoms and appropriate sanitary procedures.

» Limit the use of high-risk staff to duties requiring minimal contact with customers.

» Cross-train personnel to perform essential functions so the workplace can operate even if key staff members are absent.

» If an employee is confirmed to have contracted COVID-19, employers should inform employees of possible exposure but maintain confidentiality as required by the Americans with Disabilities Act.

ENCOURAGE PHYSICAL DISTANCING

» Encourage the use of curbside or delivery purchasing options.

» Take steps to maintain a six-foot distance between all customers.

*Provide floor markings to designate one-way paths throughout the store.

*Provide floor markings to maintain a six-foot distance in waiting areas and at cash registers.

» Consider limiting store capacity below the maximum-capacity threshold.

PRIORITIZE HYGIENE PROTOCOLS

» Prior to reopening, deep clean all surfaces and frequently touched points.

» Use disinfectants that are EPA-registered and labeled as bactericidal, virucidal and fungicidal.

» Increase cleaning of frequently touched surfaces. Disinfect high-touch areas between each customer.

» Provide hand sanitizer bottles or stations for customer use.

» Require staff to wear face masks when interacting with customers.

» Maintain vigilance for employee hand-washing guidelines.

» Use signs and posters to remind employees of new guidelines and best practices.

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MANUFACTURING

SCREEN FOR SYMPTOMS

» Employees who have symptoms (i.e., fever, cough or shortness of breath) should notify their supervisor and stay home. Employers should encourage employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.

» Employers may provide a questionnaire for employees to self-report symptoms and assess the level of potential exposure.

» Increase signage to remind employees and visitors of symptoms and appropriate sanitary procedures.

» Limit the use of high-risk staff to duties requiring minimal contact with customers.

» Cross-train personnel to perform essential functions so the workplace can operate even if key staff members are absent.

» If an employee is confirmed to have contracted COVID-19, employers should inform employees of possible exposure but maintain confidentiality as required by the Americans with Disabilities Act.

ENCOURAGE PHYSICAL DISTANCING

» Take steps to maintain a six-foot distance between all employees.

PRIORITIZE HYGIENE PROTOCOLS

» Prior to reopening, deep clean all surfaces and frequently touched points.

» Use disinfectants that are EPA-registered and labeled as bactericidal, virucidal and fungicidal.

» Increase cleaning of frequently touched surfaces.

» Provide hand sanitizer bottles or stations for employee use.

» Require staff to wear face masks when working.

» Maintain vigilance for employee hand-washing guidelines.

» Use signs and posters to remind employees of new guidelines and best practices.

For more specific guidelines pertaining to manufacturing please visit AM&T to download the *NYMEP Back to Work Playbook*.

» https://www.amt-mep.org/nymeps-back-to-work-playbook/

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CONSTRUCTION

SCREEN FOR SYMPTOMS

» Employees who have symptoms (i.e., fever, cough or shortness of breath) should notify their supervisor and stay home. Employers should encourage employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.

» Employers may provide a questionnaire for employees to self-report symptoms and assess the level of potential exposure.

» Limit the use of high-risk staff to duties requiring minimal contact with customers.

» Cross-train personnel to perform essential functions so the jobsite can operate even if key staff members are absent.

» If an employee is confirmed to have contracted COVID-19, employers should inform employees of possible exposure but maintain confidentiality as required by the Americans with Disabilities Act.

ENCOURAGE PHYSICAL DISTANCING

» Take steps to maintain a six-foot distance between all employees.

PRIORITIZE HYGIENE PROTOCOLS

» Use disinfectants that are EPA-registered and labeled as bactericidal, virucidal and fungicidal.

» Increase cleaning of frequently touched surfaces.

» Provide hand sanitizer bottles or stations for employee use.

» Require staff to wear face masks when working.

» Maintain vigilance for employee hand-washing guidelines.

» Use signs and posters to remind employees of new guidelines and best practices.

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CHILDCARE FACILITIES

SCREEN FOR SYMPTOMS

» Staff should fill out a self-monitor questionnaire before they come to work about any fever, cough or shortness of breath. Employees who have symptoms should notify their supervisor and stay home. Employers should encourage employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.

» Every child and family that comes in, must have their temperatures taken. Anyone with a temp of 100 degrees or higher should not be permitted inside the classrooms and beyond the office. This includes parents/guardians and if they have a fever, a staff member should take the child to the rooms for them.

» Employee's temps are also before they start their shift and half way through the day.

» Increase signage to remind employees and visitors of symptoms and appropriate sanitary procedures.

» Limit the use of high-risk staff to duties requiring minimal contact with customers.

» Cross-train personnel to perform essential functions so the workplace can operate even if key staff members are absent.

» If an employee is confirmed to have contracted COVID-19, employers should inform employees of possible exposure but maintain confidentiality as required by the Americans with Disabilities Act.

ENCOURAGE PHYSICAL DISTANCING

» Take steps to maintain a six-foot distance between all employees and clientele.

» Consider limiting facility capacity below the maximum-capacity threshold.

PRIORITIZE HYGIENE PROTOCOLS

» Prior to reopening, deep clean all surfaces and frequently touched points.

» Use disinfectants that are EPA-registered and labeled as bactericidal, virucidal and fungicidal.

» Increase cleaning of frequently touched surfaces. Sanitizing all of the frequently touched surfaces should be completed at least once halfway through the day, if not more often.

» Provide hand sanitizer bottles or stations for employee use.

» Require staff to wear face masks when working.

» Maintain vigilance for employee hand-washing guidelines.

» Use signs and posters to remind employees and clients of new guidelines and best practices.

For more specific guidelines pertaining to childcare facilities please visit the Division of Child Care Services

» https://ocfs.ny.gov/main/childcare/letters.php

MEDICAID PROVIDERS

Guidance for Medicaid Providers (i.e. nursing homes, long term care facilities) comes directly from the Department of Health. Please visit the link below for detailed guidance.

» https://health.ny.gov/health_care/medicaid/covid19/index.htm

HIGH-CONTACT ESTABLISHMENTS

HAIR AND NAIL SALONS, BARBERSHOPS, TATTOO PARLORS, SPAS, ETC.

SCREEN FOR SYMPTOMS

» Employees who have symptoms (i.e., fever, cough or shortness of breath) should notify their supervisor and stay home. Employers should encourage employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.

» Employers may provide a questionnaire for employees to self-report symptoms and assess the level of potential exposure.

» Increase signage to remind employees and visitors of symptoms and appropriate sanitary procedures.

» If an employee is confirmed to have contracted COVID-19, employers should inform employees of possible exposure but maintain confidentiality as required by the Americans with Disabilities Act.

ENCOURAGE PHYSICAL DISTANCING

» Require customers to schedule appointments. Stagger appointments to reduce the number of customers in the establishment and waiting room.

» Have clients wait in their vehicles until their scheduled appointment time.

PRIORITIZE HYGIENE PROTOCOLS

» Prior to reopening, deep clean all surfaces and frequently touched points.

» Use specific industry board-certified disinfectants or disinfectants that are EPA-registered and labeled as bactericidal, virucidal and fungicidal.

» Require staff to wear face masks when interacting with customers. Require the use of face masks by customers, when possible.

» When possible, require employees to wear gloves. Change and dispose of gloves between each customer.

» Increase cleaning of frequently touched surfaces.

*Disinfect workstations between each customer.

*Disinfect tools and treatment areas between each customer.

» Provide hand sanitizer bottles or stations for customer use.

» Maintain vigilance for employee hand-washing guidelines.

» Use signs and posters to remind employees of new guidelines and best practices.

ENTERTAINMENT VENUES AND ESTABLISHMENTS

MOVIE THEATERS, BOWLING ALLEYS, SPORTING VENUES, ETC.

SCREEN FOR SYMPTOMS

» Employees who have symptoms (i.e., fever, cough or shortness of breath) should notify their supervisor and stay home. Employers should encourage employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.

» Employers may provide a questionnaire for employees to self-report symptoms and assess the level of potential exposure.

» Increase signage to remind employees and visitors of symptoms and appropriate sanitary procedures.

» Limit the use of high-risk staff to duties requiring minimal contact with customers.

» Cross-train personnel to perform essential functions so the workplace can operate even if key staff members are absent.

» If an employee is confirmed to have contracted COVID-19, employers should inform employees of possible exposure but maintain confidentiality as required by the Americans with Disabilities Act.

ENCOURAGE PHYSICAL DISTANCING

» Facilities must take steps to maintain six feet of distance between customers and staff.

*For venues with seating, seating should be staggered in a manner that allows six feet of spacing between each customer group.

*Movie theaters should consider allowing half of maximum capacity for each theater.

*Provide floor markings to maintain a six-foot distance in waiting areas and at cash registers.

» Minimize face-to-face interaction between employees and customers by implementing online or contactless measures for reservations, payments and other purchases.

PRIORITIZE HYGIENE PROTOCOLS

» Prior to reopening, deep clean all surfaces and frequently touched points.

» Use disinfectants that are EPA-registered and labeled as bactericidal, virucidal and fungicidal.

» Increase cleaning of frequently touched surfaces. Disinfect seating areas between each guest.

» Provide hand sanitizer bottles or stations for customer use.

» For concession stands, provide single-use menu and condiment options.

» Employees interacting with customers should be required to wear face masks.

» Maintain vigilance for employee hand-washing guidelines. Use tongs, gloves or utensils to prevent direct hand contact with food.

» Use signs and posters to remind employees of new guidelines and best practices.

GYMS AND FITNESS CENTERS

SCREEN FOR SYMPTOMS

» Employees who have symptoms (i.e., fever, cough or shortness of breath) should notify their supervisor and stay home. Employers should encourage employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.

» Employers may provide a questionnaire for employees to self-report symptoms and assess the level of potential exposure.

» Increase signage to remind employees and visitors of symptoms and appropriate sanitary procedures.

» Limit the use of high-risk staff to duties requiring minimal contact with customers.

» If an employee is confirmed to have contracted COVID-19, employers should inform employees of possible exposure, but maintain confidentiality as required by the Americans with Disabilities Act.

ENCOURAGE PHYSICAL DISTANCING

» When possible, consider arranging exercise equipment to allow six feet of physical distancing when in use.

» Limit the number of participants in group fitness classes to allow six feet between participants.

» Relying on the judgment of coaches and participants, fitness training may mean being closer than six feet for the physical safety of everyone. Coaches and participants who do not want to participate should not be required to do so.

» Minimize face-to-face employee and customer interaction. Implement online or other contactless measures to take reservations, payments or other purchases.

PRIORITIZE HYGIENE PROTOCOLS

» Prior to reopening, deep clean all surfaces and frequently touched points.

» Use disinfectants that are EPA-registered and labeled as bactericidal, virucidal and fungicidal.

» Increase cleaning of frequently touched surfaces. Disinfect stations or equipment between each customer's use.

» Provide hand sanitizer bottles or stations for customer use.

» Regularly sanitize water stations or encourage customers to bring their own water.

» Use signs and posters to remind employees and customers of new guidelines and best practices.

AGRICULTURE, FORESTRY, FISHING & HUNTING

For specific guidelines pertaining to these industries please visit NY Forward.

» https://forward.ny.gov/industries-reopening-phase

Non-Food Related Agriculture

» View Summary Guidelines
» Read and Affirm Detailed Guidelines
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Forestry

» View Summary Guidelines
» Read and Affirm Detailed Guidelines
» Print Business Safety Plan Template

Fishing

» View Summary Guidelines
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WHOLESALE TRADE

For specific guidelines pertaining to these industries please visit NY Forward.

» https://forward.ny.gov/industries-reopening-phase
» View Summary Guidelines
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» Print Business Safety Plan Template

SOURCES

U.S. OCCUPATIONAL HEALTH AND SAFETY ADMINISTRATION (OSHA)
osha.gov/Publications/OSHA3990.pdf

CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC)
cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

NATIONAL INSTITUTE FOR OCCUPATIONAL SAFETY AND HEALTH
cdc.gov/niosh

OFFICE OF GOVERNOR ANDREW M. CUOMO
https://www.governor.ny.gov/news/amid-ongoing-covid-19-pandemic-governor-cuomo-outlines-additional-guidelines-when-regions-can

NY FORWARD
https://forward.ny.gov/industries-reopening-phase

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