GUIDANCE ON RE-OPENING
BABYLON BUSINESSES

CONSTRUCTION, MANUFACTURING, RETAIL AND WHOLESALE TRADE ARE IN PHASE I AND CERTAIN OFFICE FUNCTIONS ARE IN PHASE II OF GOVERNOR CUOMO'S ECONOMIC REOPENING PLAN. PHASE I WILL START WHEN THE LONG ISLAND REGION HAS COMPLIED WITH THE STATE'S CRITERIA. THERE WILL BE PAUSES BEFORE THE INSTITUTION OF THE NEXT PHASE TO MONITOR POSSIBLE RESURGENCE OF THE COVID-19 VIRUS.*

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*This is merely an advisory guidance to assist Babylon Businesses in reopening. During the ongoing coronavirus health emergency, all retail businesses should stay up to date with any changes to state and federal requirements related to retail activities and incorporate those changes into their operations. This guidance is not intended to replace any existing applicable local, state, and federal laws, regulations, and standards.

STATE CRITERIA

Regional reopening depends on seven predicate criteria outlined by Governor Cuomo: (1) Net hospitalizations for COVID-19 show a 14-day decline or total no more than 15 new hospitalizations daily on average over three days; (2) A 14-day decline in virus-related hospital deaths, or fewer than five a day, averaged over three days; (3) A three-day rate of new hospitalizations below two per 100,000 residents a day; (4) A hospital-bed vacancy rate of at least 30 percent; (5) An ICU bed availability rate of at least 30 percent; (6) A weekly average of 30 virus tests   per 1,000 residents a month; and (7) At least 30 working contact tracers per 100,000 residents as part of a program funded by former New York City Mayor Michael R. Bloomberg.

BABYLON STRATEGY

Supervisor Schaffer and Town and Village elected officials commissioned a review of issues to be considered and addressed before a return to brick and mortar is possible. This work in progress will be amended as new challenges and strategies arise. Please review the guidance Reopening Babylon on the Town's website. All businesses should complete and keep at their premise a copy of the New York State Business Safety Template . Additionally, all business should go to the State's website to read and e-sign detailed guidelines regarding your industry.

GUIDANCE FOR THE SAFE RE-OPENING OF BUSINESSES

The following are suggested steps for businesses to take to foster their safe return to brick and mortar.

CREATE AN OFFICE RE-OPENING TRANSITION TEAM (EVEN IF IT'S JUST YOU)

» Monitor oversight of the re-opening plan and implementation.

» Develop and update, as needed, internal policies and procedures for the transition from remote work to the workplace.

» Communicate with one voice regarding the transition process, set forth clear expectations and offer training, as needed.

» Field questions or concerns.

»Become familiar with federal and state statutes and programs governing office safety and human resource issues.

» Develop an employee testing plan for testing employees for the virus.

» Develop customer and visitor policies.

INDUSTRY RECOMMENDATIONS

CONSTRUCTION

Wherever possible, increase ventilation of outdoor air (e.g. opening windows and doors) while maintaining safety precautions.
Perform screening remotely (e.g. by telephone or electronic survey), before reporting to the site, to the extent possible.

MANUFACTURING

Implement modularized "pods" to further limit the impact of positive cases. Maintain consistent employee composition of pods over time (e.g. stable teams to do not change to the greatest practicable extent), and limit contact across pods (e.g. separate break areas, staggered entrances/exists).

RETAIL/ WHOLESALE

Reduce bi-directional foot traffic by posting signs with arrows in narrow aisles, hallways, or spaces. Encourage customers to use touchless payment options or pay ahead. Stagger customer arrivals by advising pick-up time windows, and avoid direct handoffs.

OFFICE

Use social media, verbal communication, and signs to provide customers with instructions.Encourage, but do not require, customers to complete a health screen and provide contact information so that they can be logged and contacted for contact tracing, if necessary.

PREPARING WORKSPACE

» Focus on employee safety.
» Assess workplace mechanical components – including HVAC, fire/life safety systems, entry systems, and water temperature at hand washing locations – and assure they meet recommended guidelines.
» Coordinate with landlords and other tenants on opening and safety procedures in common areas and elevators.
» Stagger workstations and occupied offices to increase the distance between employees in attendance.
» Install barriers of plexiglass for employees at high foot traffic locations.
» Inventory cleaning and other supplies to maintain a disinfected environment. Continue to develop supply sources and re-order well in advance.
» Develop a cleaning and sanitizing protocol in accordance with recommended CDC and OSHA guidelines.
» Install signage on social distancing and hygiene guidelines.
» Develop one-way foot traffic patterns if the workplace facility allows for it.

PREPARING EMPLOYEES

» Decide which employees will return to the workplace. Encourage those who can continue to work effectively remotely to do so until further notice – irrespective of the points below.
» Recognize the safety guidelines may have to be implemented differently for businesses with less than a specified number of employees (e.g. 10).
» Stagger workday hours and monitor returns
» Take into consideration employees in critical areas or less attuned to remote employment and phase in other employees over designated periods.
 »Anyone who can effectively work remotely should continue to do so until further notice.
»Discourage extraneous visits.
»Maintain attendance sheets to provide responsible contact tracing information, if needed, and to limit and track hours in the office.

BUSINESS TIPS

» Encourage the use of technology for remote meetings.
» No in-person meetings in the office among employees for at least a specified time.
» Limit the number of people coming in the office at the same time.
» Limit unnecessary employee movement within the office.
» Specify what work people need to do in the office to attempt to limit time in office.
» Use contactless delivery and virtual services to reduce contact.
» Restrict the use of office printers and copiers to avoid personal contact.

COMMUNICATE

» Employees feeling ill should remain home and consult their physician. If remote work is not possible, then appropriate policies should be implemented regarding sick days or personal days. Businesses are encouraged to explore medical leave options and/or FMLA (Family and Medical Leave Act).
» It is important for employees who are at higher risk for serious illness from COVID-19 because of their age or because they have a serious long-term health problem to take actions to reduce their risk of getting sick with the disease.

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REDUCE TOUCHPOINTS

Examples: Registers, desks and chairs; breakroom tables and chairs; door handles and push plates; handrails; kitchen and bathroom faucets and fixtures; light switches; buttons on copiers, vending machines and elevators; shared telephones; computer keyboards and mice

BEST PRACTICES

» Employer to provide and employee to wear masks and utilize other protective equipment and sanitizing hygiene practices (e.g. when going to restrooms or where others may need to be).
» Discourage travel by mass transit due to the risk of infection in the absence of enforced social distancing and use of personal protective equipment. If mass transit is unavoidable, educate employees on best practices for minimizing risk.
» No socializing outside the workplace before coming into the office.
» Implement social distancing.
» In order to avoid deliveries from outside the office, employees should bring their own food, etc., properly wrapped.
» Restrict access to food areas and temporarily eliminate joint refrigerators, supply safely dispensed paper cups and plastic silverware.
» Reasonable restrictions on use of restrooms and common areas.
» Required hand-washing, with soap supplied, at places and times feasible.
» Eliminate open supply areas.