

# GUIDANCE ON RE-OPENING BABYLON BUSINESSES\*

Please review the guidance below as you prepare to reopen your business. All businesses should complete and keep at their premise a copy of the New York State Business Safety Template. Additionally, all businesses should go to <https://forward.ny.gov/industries-reopening-phase> to read and e-sign detailed guidelines from the state. Do not forget to scroll all the way to the bottom of the link for your respective industry and click the e-sign link to make sure you comply.



## PHYSICAL DISTANCING

- Ensure 6 ft distance between personnel, unless safety requires a shorter distance
- No more than 50% of maximum occupancy set by the certificate of occupancy; limit workforce presence to necessary employees
- Personnel must wear an acceptable face covering, use a physical barrier (plexiglass) where appropriate
- Tightly confined spaces should only have one occupant at a time
- Limit in-person gatherings (use tele-conferencing whenever possible) to open well-ventilated areas with space to social distance
- Post social distancing markers using tape or signs that denote 6 ft. of spacing
- Establish designated areas for pick-ups and deliveries

## PROTECTIVE EQUIPMENT

- Employers must provide face coverings at no cost to employees, and ensure an adequate supply.
- Face coverings include cloth and surgical masks, unless the work requires N95, respirators or face shields.
- Face coverings must be cleaned or replaced after use, damage, or soiling. They may not be shared and must be properly stored or discarded
- Limit the sharing of objects and discourage touching of shared surfaces; or, wear disposable gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.



## HYGIENE AND CLEANING

- Adhere to hygiene and sanitation requirements from the CDC and the Department of health and maintain cleaning logs on site that document date, time and scope of cleaning
- Provide and maintain stations for personnel to handwash with soap, water and paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol
- Wear gloves when handling food
- Sanitize hands before and after transferring merchandise
- Conduct regular cleaning and disinfection at least after every shift or as frequently as needed by cleaning and disinfecting shared objects and surfaces, as well as high transit areas
- Cleaning and disinfecting of the retail location, shared surfaces, and other areas, as well as equipment, should be performed using products identified as effective against COVID-19
- If cleaning causes safety hazards or degrades the material or machinery, personnel should have access to a hand hygiene station or supplied with disposable gloves
- Prohibit shared food and beverages

# COMMUNICATION

- Affirm review of and implement the state-issued industry guidelines
- Post signage inside and outside of location to remind personnel and customers to adhere to proper hygiene, social distancing, PPE, and cleaning protocols
- Train all personnel on new protocols and frequently communicate safety guidelines
- Establish a communication plan for employees, visitors, and clients
- Maintain a continuous log of every person, including workers and visitors; customers and deliveries that are performed contactless/PPE are excluded
- If a worker, visitor, or customer was in close contact with others at the retail location and tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers, visitors, and/or customers (if known) who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations
- Conspicuously post completed safety plans on site



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# SCREEN

- Employees who are sick should stay home or return home, if they become ill at work
- Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors (but not customers), asking about (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) 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
- Employees who present with COVID-19 symptoms should be sent home to contact their health care provider for medical assessment and COVID-19 testing. If tested positive, employee may only return completing a 14-day quarantine
- Employees who present with no symptoms but have tested positive in past 14 days may only return to work after completing a 14-day quarantine
- Employees who have had close contact with a confirmed or suspected person with COVID-19 but are not experiencing any symptoms should inform their employer and may be able to work with additional precautions, including regular monitoring for symptoms and temperature, required face covering all times, and appropriate social distancing from other
- On-site screeners should be trained by employer identified individuals familiar with CDC, DOH, and OSHA protocols and wear appropriate PPE, including at a minimum, a face covering.
- Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

\*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.