

Business Reopening Packet – Bars and Restaurants

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Resources for Phased Business Reopening

Core 4 Best Practices for a Safe and Healthy New York City

1. Stay home if sick
2. Keep physical distance
3. Wear a face covering
4. Keep your hands clean

If you are a business reopening:

Your first stop should be the [New York State New York Forward](#) guidance – in order to reopen, businesses must read and attest to following the mandates from the State.

The NYC Department of Health and Mental Hygiene (DOHMH) has created plain language [Frequently Asked Questions for each sector](#) re-opening, in adherence with the New York State guidance.

Additionally, the Department of Small Business Services (SBS) has created [this simple flyer](#) for businesses and workers.

Support for businesses

Support in following guidelines: Call **888-SBS-4NYC**

Assistance with your required safety plan: [This template](#) from New York State Department of Health provides a guide for businesses to create their own Safety Plans. These safety plans must be posted on site.

A sample screening tool: DOHMH's [COVID-19 Symptom Screening Tool](#) can be used to conduct screenings. Employers must provide health screenings for employees daily.

Best practices for cleaning: DOHMH has created [General Guidance for Cleaning and Dis-infection for Non- Health Care Settings](#) to guide businesses through proper cleaning protocols.

Signage: DOHMH provides [posters for printing](#) in multiple languages. Businesses must display signage about social distancing protocols. These posters include:

- [Prevent the Spread](#)
- [Social Distance](#)

Free face coverings: Businesses can pick up 5 masks per employee from [60+ locations](#) across the city. The City is providing 2 million face masks total to small businesses at no cost.

Financial support: Small businesses impacted by looting that experienced damage to their storefronts can apply to receive up to [\\$10,000 to fund repairs](#). This program will begin in the Bronx and expand to other boroughs.

Webinars: [Events](#) cover topics including re-opening guidelines, assistance for small businesses and business planning during COVID-19.

Support for restaurants and bars

Restaurant Reopening Guide: <https://www1.nyc.gov/nycbusiness/article/nyc-restaurant-reopening-guide>

Restaurant and Bar Checklist: [Checklist](#) of requirements for operating bars and restaurants

Signage: [It's Up to You New York](#), and [Prevent the Spread at NYC Restaurants](#)

Information for outdoor dining: NYC Department of Transportation's (DOT) [Open Restaurants Siting Criteria](#)

Inspections

Business reopening requirement inspections are coordinated by the Office of Special Enforcement (OSE) and staffed by various agencies. Inspections will be conducted proactively to promote safety practices across the city, and will also be conducted in response to 311 complaints. The inspectors will be focused on outreach and education to help businesses follow the guidelines and will only take enforcement action in exceptional cases or for persistent violations. Inspections may take place in-person or virtually.



You may encounter inspectors from the Sheriff's Office, Fire Department (FDNY), Department of Environmental Protection (DEP), Department of Consumer and Worker Protection (DCWP), Department of Transportation (DOT), DOHMH, and OSE, or other City agencies. FDNY will be doing business re-opening inspections along with routine fire prevention inspections. All inspectors will receive the same training and will be coordinated in their response.

If you are a worker

Workers can call **311** to be connected to the Department of Consumer and Worker Protection (DCWP) hotline, with any complaints about their employers, or workplace-related questions (e.g., about Paid Safe and Sick Leave).

For additional information about what workers need to know, [see this helpful document](#).

For more information, call 311

Anyone can call **311**, to make a complaint about a business not following guidelines. A business inspector from OSE or a partner agency will receive the complaint (see '**Inspections**' above).

Additional resources

Keep these websites bookmarked. Information about COVID-19 and requirements are changing regularly.

- [NYC Business](https://nyc.gov/nycbusiness) – nyc.gov/nycbusiness – With links for re-opening guidance, free face covering distribution, financing, and webinars
- [NY Forward](https://forward.ny.gov) – forward.ny.gov – NY State website with legal guidance
- [NYC COVID-19 portal](https://nyc.gov/coronavirus) – nyc.gov/coronavirus – Follow the [Business & Non-profits](#) links
- [NYC DOHMH website](https://nyc.gov/doh) – nyc.gov/doh – Follow links to [COVID](#)
- [NYC 311](https://portal.311.nyc.gov) – <https://portal.311.nyc.gov> – Follow the [Coronavirus \(COVID-19\) and City Life](#) links
- [NYC Department of Buildings](https://nyc.gov/buildings) – nyc.gov/buildings – Information on the construction sector

Links to resources mentioned in this document

- **DOHMH Sector-specific FAQs** – <https://www1.nyc.gov/site/doh/covid/covid-19-businesses-and-facilities.page>
- **SBS Business Reopening flyer** – <https://www1.nyc.gov/assets/dca/downloads/pdf/workers/NYC-Business-Reopening-Flyer.pdf>
- **NYS Business Safety Plan template** – https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/NYS_BusinessReopeningSafetyPlanTemplate.pdf
- **Sample symptom screening tool** – <https://www1.nyc.gov/assets/doh/downloads/pdf/imm/covid-19-symptom-screening-businesses.pdf>
- **Best practices for cleaning** – <https://www1.nyc.gov/assets/doh/downloads/pdf/imm/disinfection-guidance-for-businesses-covid19.pdf>
- **Posters** – <https://www1.nyc.gov/site/doh/covid/covid-19-posters-and-flyers.page>
- **Resources for workers** – <https://www1.nyc.gov/assets/dca/downloads/pdf/workers/NYC-Business-Reopening-WhatWorkersNeedToKnow.pdf>

NYC MEANS BUSINESS

Reopen & Stay Safe at Work



Small Business
Services

Consumer and
Worker Protection

Health and
Mental Hygiene









What employers must do

BEFORE YOU REOPEN

- Visit forward.ny.gov and read all of the New York State guidelines for your industry.
- Fill out the affirmation form at forms.ny.gov/s3/ny-forward-affirmation
- Develop a safety plan (template available at forward.ny.gov) and post it at your worksite where workers can see it.

What employers must do and workers should expect

WHEN BUSINESS REOPENS

-  **Conduct an employee health screening every day.** Workers should stay home if sick or go home if they become sick at work.
-  **Give workers free face coverings and provide replacements.** Workers must stay at least 6 feet from others and wear a face covering or mask if they are less than 6 feet from others.
-  **Customers should wear a face covering whenever they may be within 6 feet of another person.** A business may set stricter rules for customers about wearing face coverings, including refusing service for those not wearing face coverings.
-  **Provide and maintain hand hygiene stations for personnel,** including handwashing with soap, water, and paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
-  **Regularly clean shared equipment and frequently touched surfaces.**
-  **Post signs and put tape or other markers to show people where to stand.**

Review ALL guidance specific to your industry on forward.ny.gov.

The information in this document is not exhaustive – your business is subject to requirements that are not on this one-pager.

These requirements are to protect everyone – employers, workers, customers – from COVID-19.

For the latest updates, visit nyc.gov/coronavirus.

EMPLOYERS

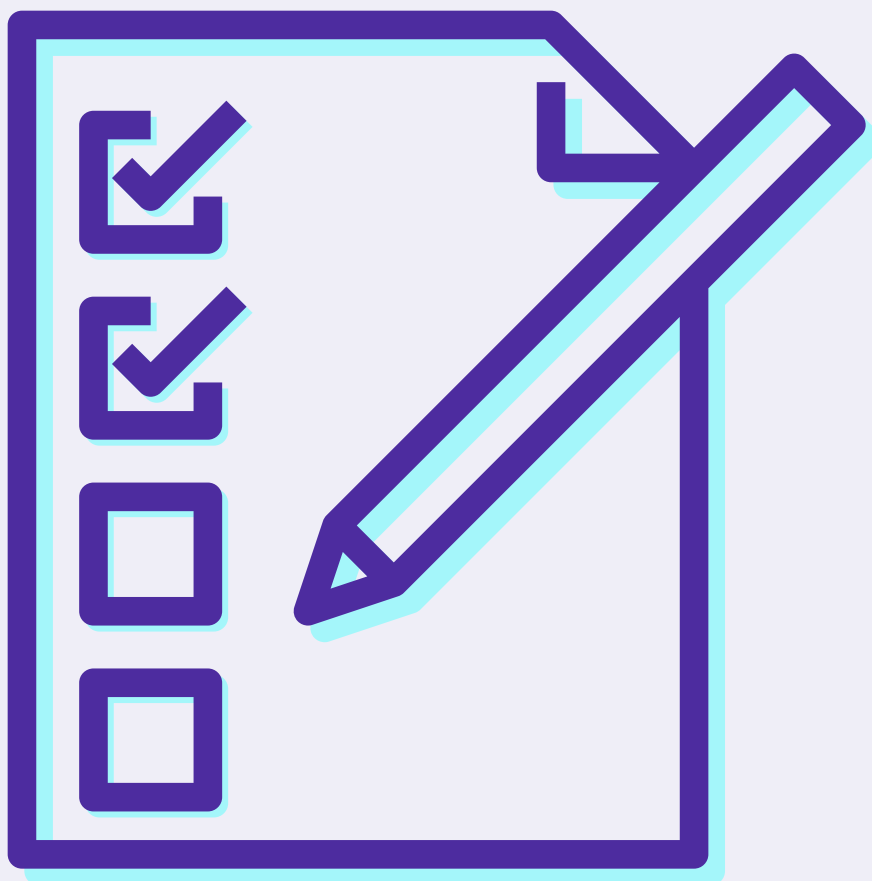
For more information, call **888-SBS4NYC (727-4692)** or visit nyc.gov/business.

WORKERS

For more information, call **311** and ask for the Worker Protection Hotline or visit nyc.gov/workers.

What to Expect When You're Inspected:

NYC Open Restaurants Program Checklist for Participating Establishments



Introduction

The **NYC Open Restaurants Program** is designed to expand outdoor seating options for food establishments to promote open space, enhance social distancing, and help them rebound in these difficult economic times. As of the third week of July 2020, almost nine thousand New York City restaurants are participating in the Open Restaurants Program.

A multi-agency task force, comprised of the NYC Departments of Small Business Services, Transportation, Health, and the Offices of Nightlife and Special Enforcement, has created this NYC Open Restaurants Program Checklist for Participating Establishments to help participants comply with program-specific and Covid-19 health and safety requirements, and prepare for inspections. Please be sure that you have reviewed each requirement and that you have incorporated all of them into your outdoor setup and daily operations.

The checklist provided in this document lists the guidelines often found to be non-compliant by inspectors. **Highlighted in blue are the most common items of non-compliance.** Please note that this checklist is not comprehensive, and does not include all of the federal, states, and local laws that apply to food establishments. It **MOSTLY** refers to new requirements related specifically to the **Open Restaurants Program and Covid-19-related measures** from City and State agencies. These requirements include:

- **New York State Laws and Guidelines, including Executive Orders for Food Service**
- **New York State Personal Protective Equipment (PPE) requirement**
- **NYC Department of Transportation Open Restaurant Guidelines**
 - **Outdoor Seating, Sidewalks**
 - **Outdoor Seating, Roadways**
- **Accessibility Guidelines**

All guidance is subject to change, so please make sure to continually review updates from City and State agencies.

We hope that with this Checklist, you will feel more confident in your operations and your ability to assure your workers' and patrons' safety. Following this Checklist is the best way for New York and our beloved hospitality industry to keep moving forward together.

Important Notes on Inspections

- **Your establishment may be visited by inspectors from different state and city agencies.**

For example, an inspector from any city agency, including the Department of Buildings, the Department of Health and Mental Hygiene, the Office of Special Enforcement, the New York City Sheriff, or others may inspect your outdoor dining establishment for compliance with the Department of Transportation's Open Restaurants Program guidelines or the State's Department of Health's Guidelines related to Covid-19. All pre-existing health and safety laws and guidelines still apply and you may also be inspected for compliance with those rules.

- **Inspector Identification**

However, no matter which agency inspectors are from, you may ask them to show government employee identification, give you the name of their agency, as well as the purpose of the inspection. In addition, no inspector will request a payment during an inspection.

- **After Your Inspection**

Once your establishment is found to be in full compliance with the Open Restaurants requirements, **please continue to check with City and State agencies for any updates** on requirements to ensure that your establishment continues to be in compliance. You may visit the [NYC Restaurant Reopening Guide](#) web page for updated guidelines and rules.

Responding to NYC Department of Transportation (DOT) Open Restaurants inspections

Establishments not in compliance with the Open Restaurants requirements will receive both a paper notice and an email with instructions on next steps. If you have been inspected regarding the Open Restaurants requirements and have NOT received follow-up instructions,

Please email restaurantreports@dot.nyc.gov with:

- **Copy of "24-hour Notice" or "Cease and Desist" order**
- **Name of your establishment**
- **Legal name of business**
- **Business address**
- **Phone number**
- **Email address**
- **Corrected "before and after" photographs**
 - Please keep photo uploads to **15MB TOTAL**, otherwise your email will be too big and will not be able to be delivered to DOT

Governor's Executive Orders for Outdoor Dining

Under Governor's Executive Order 202.43, in addition to such businesses' supervisory obligations under existing laws, ordinances, rules, and regulations, all businesses shall be further required to **inspect, monitor, and otherwise supervise the area within 100 feet of the licensed premises to ensure that any consumption of food or beverage comports with the applicable open container ordinances, and the social distancing and face covering requirements set forth** for such business or service in any applicable Executive Order, regulation, ordinance, law, New York State Department of Health guidance, and/or State Liquor Authority guidance.

- **Read the full text of EO 202.43 here** (Available in English, Bengali, Chinese, Haitian-Creole, Korean, Russian, and Spanish)
 - www.governor.ny.gov/news/no-20243-continuing-temporary-suspension-and-modification-laws-relating-disaster-emergency

Under the Governor's Executive Order 202.52, all businesses that are licensed by the State Liquor Authority for on premises service of alcoholic beverages, and which are required as a license condition to make food available, shall **serve alcoholic beverages for on premises consumption or for off premises consumption only if the service of such alcoholic beverage is accompanied by the purchase of a food item by each individual that is being served an alcoholic beverage**, consistent with the food availability requirement of the license under the Alcoholic Beverage Control Law.

- **Read the full text of EO 202.52 here** (Available in English)
 - www.governor.ny.gov/news/no-20252-continuing-temporary-suspension-and-modification-laws-relating-disaster-emergency
- **Additional guidance from the NY State Liquor Authority**
 - sla.ny.gov/guidance-requirement-licensees-premises-service-privileges-serve-food-alcoholic-beverages

NY State Safety Guidelines

This section outlines items that are required by the [NYS Department of Health Interim Guidance for Outdoor and Take-out/Delivery Food Service](#). Please continue to regularly check the [New York Forward](#) site for guidance that is applicable to your business or certain parts of your business functions, and consult the city, state, and federal resources listed at the end of this document.

Your establishment may be visited by inspectors from different state and city agencies. For example, an inspector from any city agency, including the Department of Buildings, the Department of Health and Mental Hygiene, the Office of Special Enforcement, the New York City Sheriff, or others may inspect your outdoor dining establishment for compliance with the Department of Transportation's Open Restaurants Program guidelines or the State's Department of Health's Guidelines related to Covid-19. All pre-existing health and safety laws and guidelines still apply and you may also be inspected for compliance with those rules.

✓	Item for Compliance	Agency Issuing Guidance
	<p>Develop and conspicuously post a copy of your business's Covid-19 Reopening Safety Plan on premise</p> <p>Under the NYS Department of Health Interim Guidance for Outdoor and Take-Out/Delivery Food Service, restaurants and bars must develop a written Safety Plan outlining how its workplace will prevent the spread of Covid-19. A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan.</p> <p>This plan does not need to be submitted to a state agency for approval but must be conspicuously posted on site and made available to the New York State Department of Health (DOH) or New York City health or safety authorities upon request</p>	<p>NY State Department of Health</p>
	<p>Maintain a record indicating a health screening process in place for employees (See NYS Safety Plan Template for example)</p>	<p>NY State Department of Health</p>
	<p>Implement markings 6 feet apart where people would be forming lines or gathering</p>	<p>NY State Department of Health</p>
	<p>Create designated area for vendor pickups and deliveries</p>	<p>NY State Department of Health</p>
	<p>Maintain a log stating the date, time, and scope of cleaning and disinfection</p>	<p>NY State Department of Health</p>

NY State Safety Guidelines (Continued)

Your establishment may be visited by inspectors from different state and city agencies. For example, an inspector from any city agency, including the Department of Buildings, the Department of Health and Mental Hygiene, the Office of Special Enforcement, the New York City Sheriff, or others may inspect your outdoor dining establishment for compliance with the Department of Transportation's Open Restaurants Program guidelines or the State's Department of Health's Guidelines related to Covid-19. All pre-existing health and safety laws and guidelines still apply and you may also be inspected for compliance with those rules.

✓	Item for Compliance	Agency Issuing Guidance
	<p>Signage at the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols</p>	<p>NY State Department of Health</p>
	<p>Hand-washing facility provided near food preparation area and toilet room</p> <p>Hot and cold running water must be at an adequate pressure to enable cleanliness of employees. Soap and an acceptable hand-drying device must also be provided.</p> <p>Additionally, businesses should make hand sanitizer available throughout high touch areas (e.g. outside restrooms) and in convenient locations, such as at entrances, exits, cashiers. Touch-free hand sanitizer dispensers should be installed where possible.</p>	<p>NY State Department of Health</p>

Personal Protective Equipment

This section outlines New York State's Personal Protective Equipment (PPE) requirement.

Your establishment may be visited by inspectors from different state and city agencies. For example, an inspector from any city agency, including the Department of Buildings, the Department of Health and Mental Hygiene, the Office of Special Enforcement, the New York City Sheriff, or others may inspect your outdoor dining establishment for compliance with the Department of Transportation's Open Restaurants Program guidelines or the State's Department of Health's Guidelines related to Covid-19. All pre-existing health and safety laws and guidelines still apply and you may also be inspected for compliance with those rules.

✓	Item for Compliance	Agency Issuing Guidance
	Provide employees with acceptable face coverings at no-cost to employees; ensure that employees wear face coverings; and have an adequate supply of coverings.	NY State Department of Health



Example of face covering for employees
(Photo: Ketut Subiyanto)

Free face coverings for your employees

The Departments of Small Business Services and Consumer and Worker Protection, and our partners are distributing over 2 million face coverings at no cost to small business owners and their employees.

Visit www1.nyc.gov/nycbusiness/article/free-face-coverings to learn more.

NYC Open Restaurants Program Requirements

This section outlines requirements of the NYC Department of Transportation's NYC Open Restaurants Program. Food service establishments wishing to place outdoor seating in front of their establishment on the sidewalk and/or roadway must apply for permission from the NYC Department of Transportation.

Note that all businesses wishing to offer outdoor seating, even those with pre-existing sidewalk cafe permits, must self-certify with DOT for the Open Restaurant program. You do not need to apply to place outdoor seating on private property, but you must apply to SLA if your license does not allow you to use this additional space.

Your establishment may be visited by inspectors from different state and city agencies. For example, an inspector from any city agency, including the Department of Buildings, the Department of Health and Mental Hygiene, the Office of Special Enforcement, the New York City Sheriff, or others may inspect your outdoor dining establishment for compliance with the Department of Transportation's Open Restaurants Program guidelines or the State's Department of Health's Guidelines related to Covid-19. All pre-existing health and safety laws and guidelines still apply and you may also be inspected for compliance with those rules.

✓	Item for Compliance	Agency Issuing Guidance
	Apply and obtain certificate authorizing approval for the NYC Open Restaurants Program	NYC Dept. of Transportation



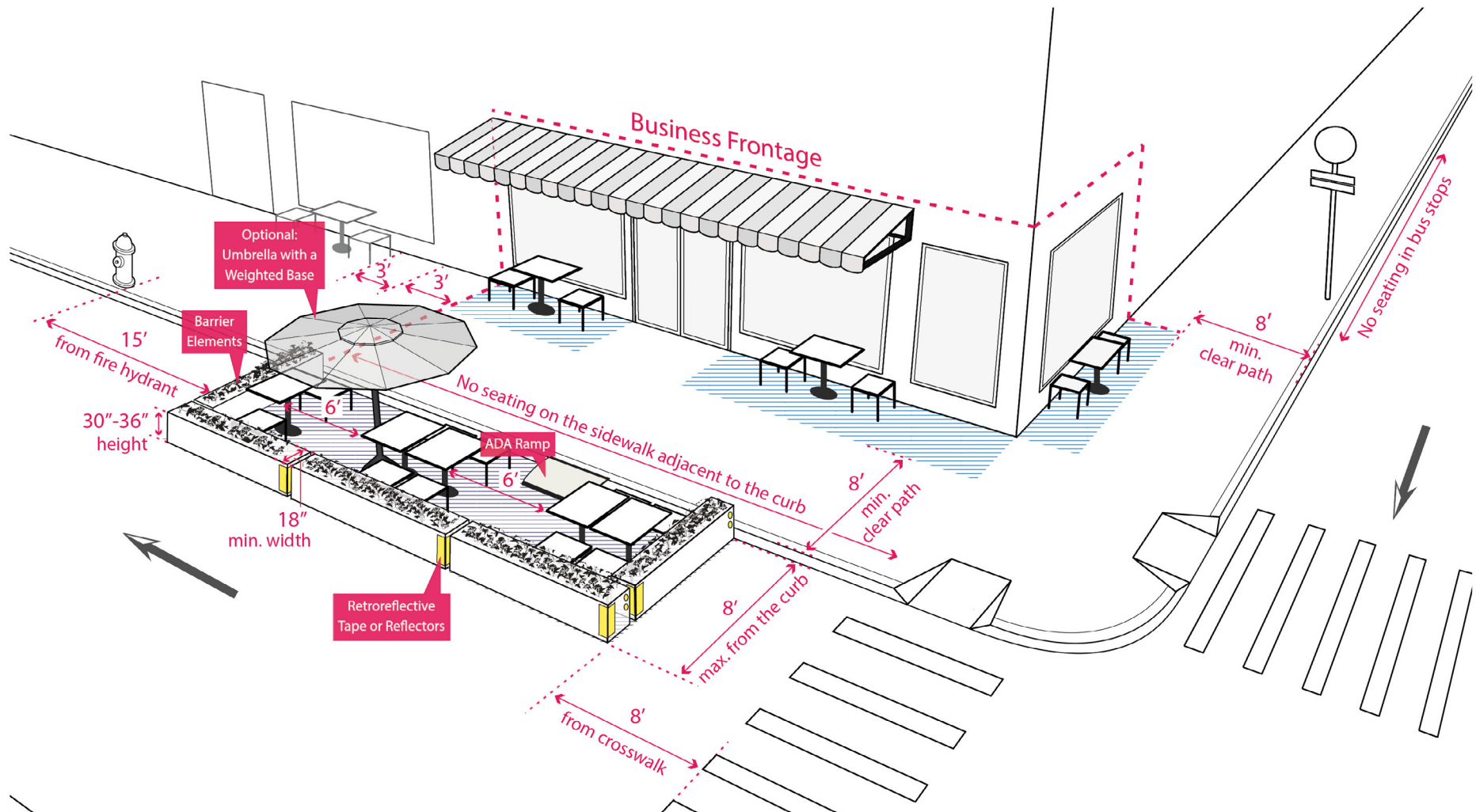
Restaurant participating in NYC Open Restaurant Program (Photo: NYC and Company)

As a reminder...

The NYC Open Restaurants Program outdoor dining hours of operation are:

- **Monday through Saturday**
 - 8 am to 11 pm
- **Sunday**
 - 10 am to 11 pm

NYC Open Restaurants Program Siting Criteria



*PLEASE NOTE:

Failure to comply with NYC Open Restaurants requirements may result in suspension or revocation of permission to participation in the Open Restaurants Program.

NYC Open Restaurant Program Requirements - All Outdoor Seating

Your establishment may be visited by inspectors from different state and city agencies. For example, an inspector from any city agency, including the Department of Buildings, the Department of Health and Mental Hygiene, the Office of Special Enforcement, the New York City Sheriff, or others may inspect your outdoor dining establishment for compliance with the Department of Transportation's Open Restaurants Program guidelines or the State's Department of Health's Guidelines related to Covid-19. All pre-existing health and safety laws and guidelines still apply and you may also be inspected for compliance with those rules.

✓	Item for Compliance, All Seating	Agency Issuing Guidance
	<p>Tables and chairs must be provided by the operating business</p> <p>Wherever social distancing is not feasible between tables, place physical barriers between such tables. Address the NYS Outdoor Takeout Delivery and Food Services Summary Guidance document for further information.</p>	<p>NYC Dept. of Transportation</p>
	<p>Outdoor seating areas may not exceed business frontage</p>	<p>NYC Dept. of Transportation</p>
	<p>Provide a ramp for ADA compliance, which can be made of non-permanent materials</p>	<p>NYC Dept. of Transportation</p>
	<p>Only utilize umbrellas with a weighted base or properly secured tents</p> <p>Umbrellas may not extend past the barrier or obstruct access to ventilation of utility covers. Tents or other shelters must be less than 400 SF each in area. Please consult DOB Bulletin 2020-013 for further information.</p>	<p>NYC Dept. of Transportation</p>
	<p>Temporary lighting, such as festoon lighting, is allowed.</p> <p>Use only outdoor-use extension cords, with accessible, protective covers when placed across the sidewalks, and install properly to prevent tripping hazards. Follow manufacturers safety instructions. Please consult DOB Bulletin 2020-013 for further information.</p>	<p>NYC Dept. of Transportation</p>
	<p>Remove tables and chairs or secure them in place when not in operation</p> <p>As a reminder, outdoor dining hours of operation are Monday–Saturday: 8am to 11pm, Sunday: 10am to 11pm</p>	<p>NYC Dept. of Transportation</p>
	<p>Comply with NYC Fire Department Open Flame and other applicable Fire Code requirements</p>	<p>NYC Dept. of Transportation</p>

NYC Open Restaurant Program Requirements - Outdoor Seating, Roadway

Your establishment may be visited by inspectors from different state and city agencies. For example, an inspector from any city agency, including the Department of Buildings, the Department of Health and Mental Hygiene, the Office of Special Enforcement, the New York City Sheriff, or others may inspect your outdoor dining establishment for compliance with the Department of Transportation's Open Restaurants Program guidelines or the State's Department of Health's Guidelines related to Covid-19. All pre-existing health and safety laws and guidelines still apply and you may also be inspected for compliance with those rules.

✓	Item for Compliance, Roadway Seating	Agency Issuing Guidance
	<p>Create a protective barrier, on all three sides of the seating perimeter that are in the roadway, to separate seating from the travel lane.</p> <p>Such barriers must be at least 18 inches in width and 30 to 36 inches in height (excluding plantings) on all three sides that are in the roadway, to preserve visibility for motorists and provide protection for patrons</p>	<p>NYC Dept. of Transportation</p>
	<p>Place such barriers directly adjacent to each other (i.e. with no gaps) and no more than 8 feet from the curb</p>	<p>NYC Dept. of Transportation</p>
	<p>Clearly marking all barriers with yellow high intensity retro-reflective tape or reflectors to ensure visibility of patrons and barriers at night</p>	<p>NYC Dept. of Transportation</p>
	<p>Ensure that seating or barriers are NOT within 15 feet of a fire hydrant</p>	<p>NYC Dept. of Transportation</p>
	<p>Ensure seating or barriers are NOT within 8 feet of a crosswalk, to provide for safe vehicle turns and avoid crowding</p>	<p>NYC Dept. of Transportation</p>
	<p>Ensure that any lighting that is NOT blinding to passing traffic</p>	<p>NYC Dept. of Transportation</p>
	<p>Do NOT place seating within a No Stopping Anytime or No Standing Anytime zone, bike lane, bus lane/stop, taxi stand, or Car Share space</p> <p>Exception: For part-time No Stopping or No Standing zones, seating may be placed when those rules are not in effect. Barriers and seating must be removed from the roadway when No Stopping or No Standing is in effect.</p>	<p>NYC Dept. of Transportation</p>

NYC Open Restaurant Program Requirements - Outdoor Seating, Sidewalk

Your establishment may be visited by inspectors from different state and city agencies. For example, an inspector from any city agency, including the Department of Buildings, the Department of Health and Mental Hygiene, the Office of Special Enforcement, the New York City Sheriff, or others may inspect your outdoor dining establishment for compliance with the Department of Transportation's Open Restaurants Program guidelines or the State's Department of Health's Guidelines related to Covid-19. All pre-existing health and safety laws and guidelines still apply and you may also be inspected for compliance with those rules.

✓	Item for Compliance, Sidewalk Seating	Agency Issuing Guidance
	Seating and tables must be up against the wall of the business or as close as possible	NYC Dept. of Transportation
	Leave a clear path for pedestrians that is 8 feet wide. For clear path purposes, parking meters, traffic signs and tree pits with flush gratings (without tree guards) are exempt.	NYC Dept. of Transportation
	Seating must be at least 3 feet from the adjacent business	NYC Dept. of Transportation
	Operations are not blocking subway grate, utility hardware or Siamese water connection	NYC Dept. of Transportation
	Operations are not blocking bus stop waiting area	NYC Dept. of Transportation
	There are no other above-grade structures that could be considered obstructions	NYC Dept. of Transportation

***PLEASE NOTE:**

Failure to comply with NYC Open Restaurants requirements may result in suspension or revocation of permission to participation in the Open Restaurants Program.

Accessibility Requirements

This section outlines accessibility items that are required by the Americans with Disabilities Accessibility Act (ADA).

Your establishment may be visited by inspectors from different state and city agencies. For example, an inspector from any city agency, including the Department of Buildings, the Department of Health and Mental Hygiene, the Office of Special Enforcement, the New York City Sheriff, or others may inspect your outdoor dining establishment for compliance with the Department of Transportation’s Open Restaurants Program guidelines or the State’s Department of Health’s Guidelines related to Covid-19. All pre-existing health and safety laws and guidelines still apply and you may also be inspected for compliance with those rules.

✓	Item for Compliance	Agency Issuing Guidance
	<p>Toilet facility provided for employees and/or patrons when required</p> <p>Restrooms must comply with ADA regulations when applicable. If your business had to provide restroom access to customers pre-Covid then you must continue to provide access when seating outdoors.</p>	
	<p>Businesses must have in place an ADA ramp in the curb lane seating area AND a minimum of 5 percent ADA-compliant tables in both sidewalk and curb lane seating areas</p> <p>Establishments that have both roadway and sidewalk seating must provide accessible tables in both seating areas; failing to do so may be discriminatory because the experience of dining in a roadway is different than dining on a sidewalk.</p>	<p>NYC Dept. of Buildings</p>

Routine inspections

Establishments must still meet previously existing health and safety laws and requirements to operate. Below are links to guidance on what to expect from agencies on their routine inspections as provided by the City and State Agencies.

- **Common Fines and Violations**
 - **For Restaurants** www1.nyc.gov/nycbusiness/commonviolations/restaurant
 - **For Bars** www1.nyc.gov/nycbusiness/commonviolations/bar
 - **Learn more at** www1.nyc.gov/nycbusiness/commonviolations/default
- **NYC Department of Health and Mental Hygiene**
 - **Inspections:** www1.nyc.gov/site/doh/business/food-operators/the-inspection-process.page
 - **Food Preparation and Food Establishments:** www1.nyc.gov/assets/doh/downloads/pdf/rri/article81-book.pdf
- **NYC Department of Buildings**
 - **Inspections** www1.nyc.gov/site/buildings/business/inspections.page
- **NYC Fire Department**
 - **Inspections** www1.nyc.gov/site/fdny/business/inspections/inspections.page
- **NYC Department of Environmental Protection**
 - **Noise Code** www1.nyc.gov/site/dep/environment/noise-code.page
- **Mayor's Office for People with Disabilities**
 - **ADA Resources** www1.nyc.gov/site/mopd/resources/small-business-resources.page
- **NYS Liquor Authority**
 - **What to Know if You're a Liquor-Licensed Retailer** www.sla.ny.gov/what-you-need-know-if-youre-licensed-retailer

Additional links and resources

Scan QR Code or visit One-Stop Shop website for more information and downloads

nyc.gov/restaurantreopening



- **NY Forward Summary Guidelines for Outdoor and Take-Out/Delivery Food Services:** www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/OutdoorTakeoutDeliveryFoodServicesSummaryGuidance.pdf
- **NYC Open Restaurants**
 - **Virtual Compliance Consultation:** sbsconnect.nyc.gov/services/select-business/?action=vcc
 - **Brochure:** www1.nyc.gov/html/dot/html/pedestrians/openrestaurants.shtml#resources
 - Available in English, Arabic, Bengali, Chinese, French, Haitian Creole, Korean, Polish, Russian, Spanish or Urdu
 - **FAQ with Translations:** www1.nyc.gov/html/dot/html/pedestrians/openrestaurants-faq.shtml
 - **Supplemental FAQ:** www1.nyc.gov/assets/sbs/downloads/pdf/businesses/NYC%20Open%20Restaurants%20-%20Supplemental%20FAQ.pdf
 - **Department of Buildings Bulletin:** www1.nyc.gov/assets/buildings/bldgs_bulletins/bb_2020-013.pdf
 - Describes when a DOB permit application is not required for the reopening of restaurants and bars
- **NYC Open Streets**
 - **Restaurant Guidelines:** www1.nyc.gov/html/dot/downloads/pdf/open-streets-restaurants-guidelines.pdf
- **Directory of Equipment Rentals for Safe Outdoor Dining:** www1.nyc.gov/assets/sbs/downloads/pdf/businesses/Directory%20-%20Outdoor%20Dining%20Equipment.pdf
- **PPE + Reopening Supplies Marketplace:** maiic.nyc/reopening-supplies/
- **NYC Office of Nightlife “It’s Up to You, New York” Socialize Responsibly Campaign Poster:** on.nyc.gov/3eo0ECA

Connect with us

- **NYC Department of Health and Mental Hygiene**
 - **Website:** nyc.gov/health
- **NYC Department of Small Business Services**
 - **Website:** nyc.gov/business
 - **Restaurant Reopening Hotline: 888-SBS-4NYC** (888-727-4692)
- **NYC Department of Transportation**
 - **Website:** nyc.gov/dot
- **NYC Office of Nightlife at the Mayor's Office of Media and Entertainment**
 - **Website:** nyc.gov/nightlife
 - **Email:** nightlife@media.nyc.gov
 - **FB:** facebook.com/nycnightlifegov
 - **IG:** instagram.com/nycnightlifegov



Health and
Mental Hygiene

Small Business
Services

Department of
Transportation

Mayor's Office of Media
and Entertainment
Office of Nightlife



Reopening New York City: Checklist for Restaurants Offering Takeout, Delivery and Outdoor Dining

New York City (NYC) restaurants may currently operate for takeout and delivery and outdoor dining. Once NYC moves into NY Forward Phase Three, restaurants will be able to add indoor table service. We do not yet have the date for when we enter Phase Three.

Restaurants must follow New York State (NYS) [requirements](#) and [affirm compliance](#). Before opening, you must develop a [safety plan](#) and keep it on site.

Restaurants must also follow the requirements of the NYC Health Code, including rules related to [dining with dogs](#) in outdoor seating areas. Visit nyc.gov/health and search for “Operating a Restaurant” for more information.

Remember, there is still community transmission of COVID-19 in NYC. Keep in mind the Core Four actions for preventing COVID-19:

- **Stay home if sick:** Stay home if you are sick unless you are leaving for essential medical care (including [testing](#)) or other essential errands.
- **Physical distancing:** Stay at least 6 feet away from other people.
- **Wear a face covering:** Protect those around you. You can be contagious without symptoms and spread the disease when you cough, sneeze or talk. A face covering may help reduce the spread of COVID-19.
- **Practice healthy hand hygiene:** Wash your hands often with soap and water or use hand sanitizer if soap and water are not available; clean frequently touched surfaces regularly; avoid touching your face with unwashed hands; and cover your cough or sneeze with your sleeve, not your hands.

Before Reopening

The NYC Health Department recommends you take these steps before reopening your restaurant if it’s been closed to be sure your establishment is ready for staff and customers.

- Make sure utilities are working properly, including electrical, plumbing, heating, ventilation, air conditioning, lighting, gas, exhaust hood and fire suppression systems.
- Maximize outdoor air flow through the ventilation system.
- Make sure all equipment, including cooking, hot and cold holding, and refrigeration units are working properly and are able to maintain appropriate temperatures.
- Flush cold water from all outlets, such as faucets and spray nozzles. Then do the same for hot water outlets.
- Flush water line, and clean and sanitize all food equipment that uses plumbing, according to manufacturer instructions.
- Make sure hand-washing facilities are functioning and properly stocked with soap and paper towels.

- Thoroughly clean and disinfect all non-food contact areas of the restaurant, including restrooms and waiting areas (see [General Guidance for Cleaning and Disinfecting for Non-Health Care Settings](#)).
- Clean and sanitize all food contact surfaces. Check the product label to make sure the sanitizer is safe to use on surfaces and equipment that touch food. Remember that products for cleaning and sanitizing food contact surfaces differ from those for non-food contact surfaces.
- Use [EPA-registered sanitizers and disinfectants](#) effective against COVID-19.
- Empty ice bins, and wash, rinse and sanitize them.
- Check all stored foods and appropriately discard anything that is no longer safe.
- Look for signs of pests and address any issues observed (see [Best Practices for Pest Proofing Food Service Establishments](#)).
- Resume needed services that may have been discontinued, such as pest control, trash and recycling services.
- Make needed repairs to physical facilities, including floors, walls and ceilings.
- Check all supplies and restock as needed.

Summary of New York State (NYS) Requirements and Best Practices

These are the mandates and recommended best practices from the NYS [summary guidelines](#). Be sure to also review the [detailed guidelines](#), affirm compliance and develop a [safety plan](#) before you start.

Physical Distancing

Mandates

- In outdoor spaces, all tables with seats must be at least 6 feet from any other table, seat, patron or pedestrian thoroughfare or corridor.
- Ensure an indoor capacity to accommodate patrons who may need to enter/exit through the indoor space to access the outdoor seating, restroom(s), or payment location, and allow such access/egress in a socially distanced manner.
- Close indoor dining and seating areas to customers.
- Employees must wear face coverings at all times.
- Patrons must wear face coverings at all times, except while seated; provided that the patron is over the age of 2 and able to medically tolerate one.
- Limit outdoor capacity to the number of tables that can be safely and appropriately arranged, such that each table is a minimum of 6 feet away from another.
- Wherever distancing is not feasible between tables, enact physical barriers between such tables.
- Individuals seated at the same table must be members of the same party (but may be from different households), with a maximum of 10 people per table.
- Communal tables are only permitted if at least 6 feet can be maintained between parties.
- Clearly signal 6 feet spacing in any lines for customers waiting to order, pick up food, be seated or use the restroom, as well as in any pick-up or payment location.

- Designate entrances/exits for customers and separate entrances/exits for employees, where possible.
- Limit in-person gatherings (e.g., staff meetings) to the greatest extent possible.
- Establish designated areas for vendor pickups and/or deliveries, limiting contact to the extent possible.

Recommended best practices

- Ensure a distance of at least 6 feet is maintained among workers at all times, unless the core activity requires a shorter distance. (e.g., cooking, cleaning, clearing tables).
- Prohibit the use of small spaces (e.g., freezers, storage rooms) by more than one individual at time.
- Modify the use and/or restrict the number of work stations/employee seating areas to maintain 6 feet distance.
- Designate discrete work zones for services, where possible. Servers should serve specific zones in the restaurant to minimize overlap.
- Ensure kitchen staff are dedicated to one station throughout their entire shift (e.g., salad or grill or desserts) to the extent possible.
- Encourage kitchen staff to place items on the counter for the next person to pick up, rather than passing items from hands to hands. Reduce bidirectional foot traffic by using tape or signs with arrows in narrow aisles, hallways or spaces.
- Encourage customers to wait in their car or outside until food is ready to be picked up or they're ready to be seated.
- Encourage customers to place orders online or by phone.
- Allow for contactless order, payment, delivery and pick-up, where possible.
- Allow customers to order food prior to arrival, and encourage customer reservations for seating.
- Ensure a one-at-a-time process for vendors, in which one vendor delivers a product at a time, employees disinfect high touch surface and the next vendor can come on premises.

Protective Equipment

Mandates

- Provide workers with an acceptable face covering at no cost to the employees and have an adequate supply of coverings in case of need for replacement. Acceptable face coverings include but are not limited to cloth (e.g., homemade sewn, quick cut, bandana), surgical masks and face shields.
- Clean, replace and prohibit sharing of face coverings. Consult the Centers for Disease Control and Prevention (CDC) guidance for additional information on cloth face coverings and other types of personal protective equipment (PPE), as well as instructions on use and cleaning.
- Train employees on how to don (put on), doff (take off), clean (as applicable) and discard PPE.
- Limit the sharing of objects (e.g., kitchen tools, pens/pads), as well as the touching of shared surfaces (e.g., doorknobs, keypads, touch screens); or, require workers to wear

gloves when in contact with shared objects or frequently touched surfaces; or, require workers to perform hand hygiene before and after contact.

- Ensure all staff wear face coverings at all times and that they practice hand hygiene and use bare hand barriers consistent with State and local sanitary codes.
 - If employees wear gloves during non-food preparation activities, ensure they replace gloves frequently, and encourage them to change gloves when switching tasks (e.g., serving customers to pre-rolling silverware).
 - If employees do not wear gloves, ensure they frequently wash their hands with soap and water.
- Ensure that employees who are bussing tables wash their hands with soap and water and, if they wear gloves, replace the gloves before and after cleaning and disinfecting tables.

Recommended best practices

- Maintain adequate supply of face coverings, masks and other required PPE should a worker need a replacement, or should a vendor be in need.
- Require customers to wear face coverings when not seated at a table (e.g., when waiting for pick-up, placing order at counter/window, walking to/from table, walking to/from restroom).
- Encourage, but don't require, customers to wear face coverings when seated at a table and not eating and/or drinking.
- In food trucks and concessions where there are not running water stations, employees should wear gloves or regularly use hand sanitizer and continue to comply with federal, State and local food handling and hygiene requirements.

Hygiene and Cleaning

Mandates

- Adhere to hygiene, cleaning and disinfection requirements from the CDC and NYS Department of Health (DOH) and maintain logs that document date, time and scope of cleaning.
- Provide and maintain hand hygiene stations including hand-washing with soap, running warm water and disposable paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where hand-washing is not feasible.
- Provide and encourage employees to use cleaning and disinfection supplies for shared surfaces for use before and after use of these surfaces, followed by hand hygiene.
- Regularly clean and disinfect the establishment and more frequently clean and disinfect high risk areas used by many individuals and for frequently touched surfaces (e.g., restrooms). Cleaning and disinfection must be rigorous and ongoing and should occur at least after each shift, daily or more frequently if needed.
- Ensure that equipment is regularly cleaned and disinfected using registered disinfectants, including at least as often as employees change workstations. Refer Department of Environmental Conservation (DEC) products identified by the Environmental Protection Agency (EPA) as effective against COVID 19.

- Provide cleaning and disinfection of exposed areas in the event of an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high touch surfaces.
- Before returning to work, complete pre-return checks and assessments of kitchen systems to ensure a healthy and safe environment.
- Prohibit the use of devices (e.g., buzzers) to provide alerts to customers that seating or an order is available, unless such devices are thoroughly cleaned and disinfected between each use.
- For takeout/delivery:
 - Provide hand hygiene stations for customers waiting for food and/or drinks.
 - Ensure staff wash hands with soap and water or use hand sanitizer; if staff use gloves, regularly replace them.
 - If pick-up/delivery is indoors, ensure windows/doors are opened to allow for ventilation.
- Ensure all condiments provided directly to customers are in single-use disposable containers or reusable containers that are regularly cleaned/disinfected.
- If non-disposable menus are used, clean and disinfect the menus between each party's use.
- Use pre-packaged silverware or pre-rolled silverware. Silverware must be pre-rolled while wearing masks and gloves.

Recommended best practices

- Wherever possible, increase ventilation of outdoor air (e.g., opening windows and doors) while maintaining safety precautions.
- Discourage food preparation employees from changing/entering each others' work stations during shifts, unless they are appropriately cleaned/disinfected.
- Provide guests with a single use, paper, disposable menus and/or display menus on white boards/chalk boards/televisions/projectors.
- Encourage customers to view menus online (e.g., on their own smartphone or electronic device), where possible.
- Make hand sanitizer available throughout high touch areas (e.g., outside restrooms), and place it in convenient locations, such as at entrances, exits and cashiers. Install touch-free hand sanitizer, where possible.

Communication

Mandates

- Affirm you have reviewed and understand the State-issued industry guidelines, and that you will implement them.
- Post signage to remind employees and patrons to adhere to proper hygiene, social distancing rules, appropriate use of PPE and cleaning and disinfection protocols.
- Immediately notify the State and local health department if a worker was in close contact with others and tests positive for COVID-19.
- Cooperate with contact tracing efforts, including notification of potential contacts in the workplace, while maintaining confidentiality required by State and federal law and regulations.

- Conspicuously post completed safety plans on site.

Recommended best practices

- Use audio announcements, text messages or notices on screens to communicate with customers waiting on an order/seating.
- Establish a communications plan for employees, vendors and customers that includes a consistent means to provide updated information.

Screening

Mandates

- Employees who are sick should stay home or return to home, if they become ill at work.
- Implement mandatory daily health screening practices of their employees and, where practicable, vendors, but such screening shall not be mandated for customers and delivery personnel (e.g., questionnaire, temperature check) for employees, and 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.
- Refer to NYS DOH guidance regarding protocols and policies for employees seeking to return to work after a suspected or confirmed case of COVID-19 or after the employee had close or proximate contact with a person with COVID-19.
- Establishments cannot mandate that customers complete a health screen or provide contact information.
- Screeners should be trained by employer identified individuals familiar with CDC, NYS DOH and Occupational Safety and Health Administration (OSHA) protocols and wear appropriate PPE, including at a minimum, a face covering.
- Identify a point of contact as the party for workers to inform if they, later, are experiencing COVID-19 related symptoms, as noted in the questionnaire.

Recommended best practices

- Prevent employees from intermingling in close or proximate contact with each other prior to completion of the screening (e.g., perform screening remotely).
- Daily temperature checks may be conducted per Equal Employment Opportunity Commission or NYS DOH guidelines.
- Maintain a log of every person, including workers and vendors, who may have close or proximate contact with other individuals at the work site or area, such that all contacts may be identified, traced and notified in the event a worker is diagnosed with COVID 19; excluding customers and deliveries performed with appropriate PPE or through contactless means.
- Provide an option for customers to provide contact information so they can be logged and contacted for contact tracing.

The NYC Health Department may change recommendations as the situation evolves.

6.21.20



NY FORWARD SAFETY PLAN TEMPLATE

Each business or entity, including those that have been designated as essential under Empire State Development's Essential Business Guidance, must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. A business may fill out this template to fulfill 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 on 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: forward.ny.gov. If your industry is not included in the posted guidance but your business has been operating as essential, please refer to ESD's [Essential Business Guidance](#) and adhere to the guidelines within this Safety Plan. Please continue to regularly check the New York Forward site for guidance that is applicable to your business or certain parts of your business functions, and consult the state and federal resources listed below.

COVID-19 Reopening Safety Plan

Name of Business:

Industry:

Address:

Contact Information:

Owner/Manager of Business:

Human Resources Representative and Contact Information, if applicable:

I. PEOPLE

A. Physical Distancing. To ensure employees comply with physical distancing requirements, you agree that you will do the following:

- Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.

- Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)
- Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

List common situations that may not allow for 6 ft. of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?

How you will manage engagement with customers and visitors on these requirements (as applicable)?

How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?

II. PLACES

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

- Employers 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 transit areas, such as restrooms and common areas, must be completed.

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

C. Communication. To ensure the business and its employees comply with communication requirements, you agree that you will do the following:

- Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.
- Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.

Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?

- If a worker 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 or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?

III. PROCESS

A. Screening. To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

- Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, 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.

What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?

If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?

B. Contact tracing and disinfection of contaminated areas. To ensure the business and its employees comply with contact tracing and disinfection requirements, you agree that you will do the following:

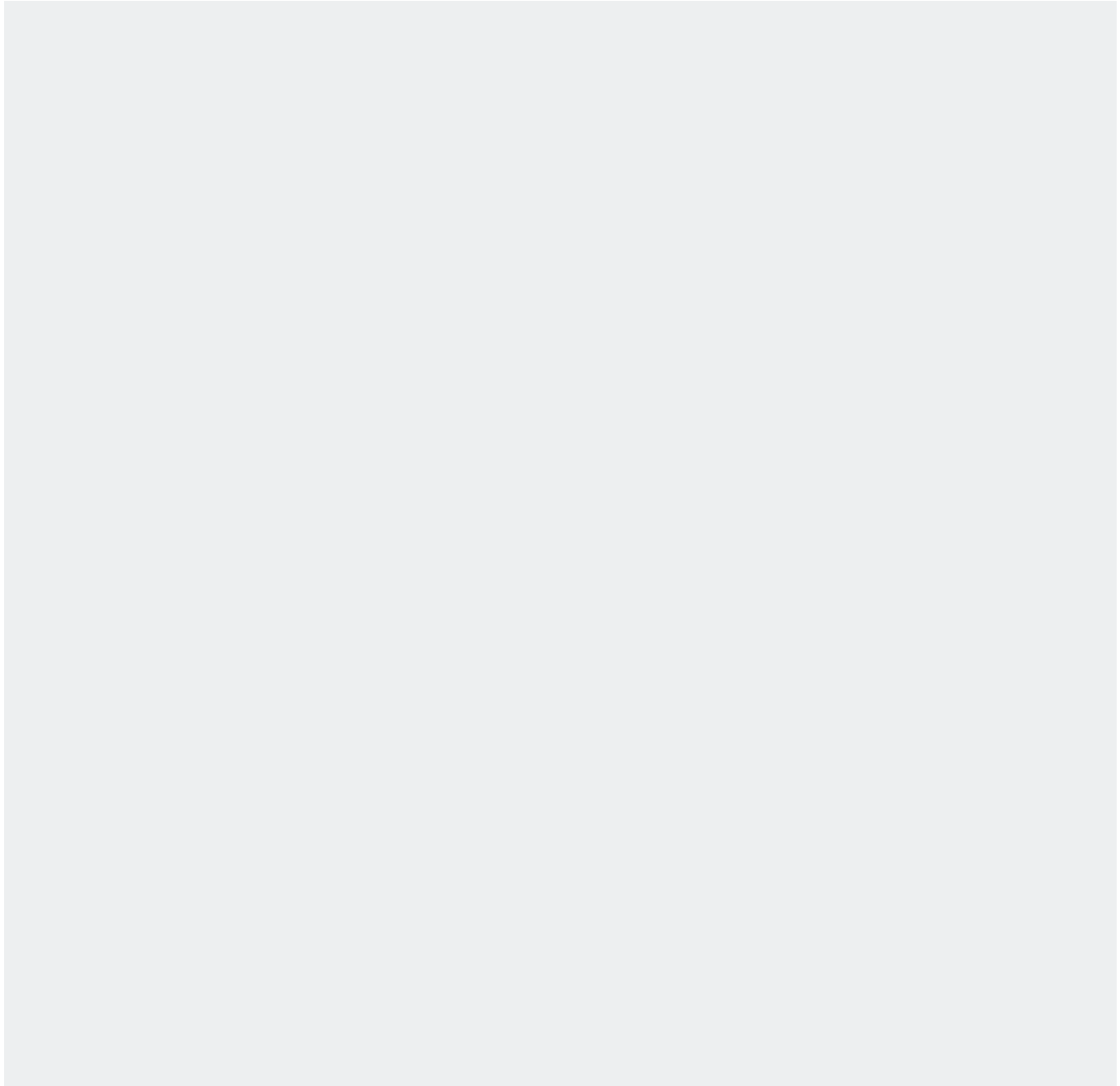
- Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

In the case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas? What products identified as effective against COVID-19 will you need and how will you acquire them?

In the case of an employee testing positive for COVID-19, how will you trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?

IV. OTHER

Please use this space to provide additional details about your business's Safety Plan, including anything to address specific industry guidance.



Staying up to date on industry-specific guidance:

To ensure that you stay up to date on the guidance that is being issued by the State, you will:

- Consult the NY Forward website at forward.ny.gov and applicable Executive Orders at governor.ny.gov/executiveorders on a periodic basis or whenever notified of the availability of new guidance.

STAY HOME.

STOP THE SPREAD.

SAVE LIVES.

State and Federal Resources for Businesses and Entities

As these resources are frequently updated, please stay current on state and federal guidance issued in response to COVID-19.

General Information

[New York State Department of Health \(DOH\) Novel Coronavirus \(COVID-19\) Website](#)

[Centers for Disease Control and Prevention \(CDC\) Coronavirus \(COVID-19\) Website](#)

[Occupational Safety and Health Administration \(OSHA\) COVID-19 Website](#)

Workplace Guidance

[CDC Guidance for Businesses and Employers to Plan, Prepare and Respond to Coronavirus Disease 2019](#)

[OSHA Guidance on Preparing Workplaces for COVID-19](#)

Personal Protective Equipment Guidance

[DOH Interim Guidance on Executive Order 202.16 Requiring Face Coverings for Public and Private Employees](#)

[OSHA Personal Protective Equipment](#)

Cleaning and Disinfecting Guidance

[New York State Department of Environmental Conservation \(DEC\) Registered Disinfectants of COVID-19](#)

[DOH Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#)

[CDC Cleaning and Disinfecting Facilities](#)

Screening and Testing Guidance

[DOH COVID-19 Testing](#)

[CDC COVID-19 Symptoms](#)

STAY HOME.

STOP THE SPREAD.

SAVE LIVES.

Sample COVID-19 Symptom Screening Tool

New York State (NYS) requires employers to screen employees for COVID-19 symptoms before the employee can enter the workplace each day. Review this **COVID-19 Symptom Screening Tool** and consider adapting it to your workplace. Employers should take necessary precautions to ensure employee health information is kept private.

Who should use this screening tool?

This tool is a *sample* for most workplaces. Some workplaces, such as health care or long-term care facilities, may have different screening requirements.

How should I use this screening tool?

Use this sample tool in the way that makes sense for your workplace. Ideas for screening include:

- Call employees each workday before they leave home to ask the screening questions.
- Set up an automated phone line that allows employees to indicate yes/no and have someone monitor the line to ensure compliance.
- Issue an auto-generated email or survey that enables a response.
- Designate a screening area and distribute the screening questions on paper to employees when they arrive for work. If written forms are used, they should not identify the employee by name.

Do I need to keep records of screening?

Yes. NYS [requires](#) documentation that health screenings have occurred.

If an employee does not have COVID-19 symptoms, do they still need to follow rules about physical distancing, face coverings and handwashing?

Yes. People can infect others with COVID-19 even when they do not have symptoms, and so they must continue physical distancing, wearing face coverings, and practicing healthy hand hygiene even if the screening tool indicates they do not currently have symptoms.

What should employees do if the screening tool shows they have symptoms?

An employee with one or more symptoms of COVID-19 must not report to work. If the employee needs more information about COVID-19, finding a medical provider, or accessing COVID-19 testing, direct them to **311**. If the employee is experiencing a medical emergency, they should call **911**.

The screening is not a medical diagnosis of COVID-19. Employees are not being advised whether to consult a health care provider or to seek COVID-19 testing. Results are solely to determine whether the employee can report to a worksite outside of their home.

What safety protocols are required if screening is conducted at the workplace?

- Employees must maintain at least 6 feet of distance from others while awaiting screening.
- Screeners and employees must wear face coverings if they can medically tolerate them. If an employee cannot medically tolerate a face covering, the employer should consider a reasonable

accommodation (such as having that employee complete a written screening survey rather than an in-person screening).

- Screen in a location that is not a confined space (for example, do not use a small office with a closed door).
- Design a way to screen that prevents others from hearing what is being said and to minimize others from observing screenings.
- Incorporate physical distancing (maintaining at least 6 feet between screeners and others), or physical barriers, such as a plexiglass barrier, to minimize the screener's and employee's exposure during the screening.

Are employers required to maintain employee confidentiality?

Yes. All information collected from employees must be kept confidential and can only be maintained in the employee's medical or health file, in the same manner as the employer maintains medical notes for leave purposes. These records should be kept separate from the employee's personnel file.

Should we take employee temperatures?

Workplaces are not required to check employee temperatures.

What safety protocols are needed if we conduct temperature checks?

If you decide to conduct temperature checks:

- Use a non-contact thermometer (such as an infrared forehead thermometer or infrared scanner).
- Do not use oral (inserted into the mouth) or tympanic (inserted into the ear) thermometers.
- The person using the non-contact thermometer should strictly follow the manufacturer's instructions for use. Additional guidance regarding use of non-contact infrared thermometers can be found [here](#) or at [fda.gov](https://www.fda.gov) (search for "non-contact thermometer").
- When non-contact thermometers are used and the screener does not have physical contact with an employee, gloves do not need to be changed before the next check.
- Screening areas should have a supply of alcohol wipes to sanitize equipment that inadvertently comes in contact with employees. Clean after each employee is screened if there is contact.

My employee has a positive COVID-19 blood antibody test. Do they still need to be screened?

Yes. At this time, antibody tests for COVID-19 cannot be used to detect whether someone is currently sick or infected. It is also not yet known whether a positive antibody test means that someone is protected from getting COVID-19 again. Antibody tests should not be used to decide whether someone should or should not work.

State guidance says "Responsible Parties must immediately notify the State and local health department about the case if test results are positive for COVID-19." How do I notify the City's health department?

You can email the NYC Test and Trace Corps at CovidEmployerReport@nychhc.org.

For how long do I need to conduct the health screening?

This screening tool is intended to be used during the COVID-19 public health emergency only. Some screening practices may not be appropriate or lawful outside the scope of this emergency. Screening requirements may change. Check nyc.gov/health/coronavirus regularly for updates.



COVID-19 Employer Health Screen Review Documentation Template

Location: _____

- New York State (NYS) requires that businesses implement mandatory health screening assessments. Businesses must document that they have reviewed these daily health screening assessments. Refer to the NYC Department of Health and Mental Hygiene’s Sample COVID-19 Symptom [Screening Tool](#) for more information.
- Remind staff to monitor their health closely and stay home if sick. Staff who arrive to work sick or become sick at work should be sent home immediately.
- Businesses are prohibited from keeping identifiable records of employee health data (such as temperature data).

This is a sample log designed to help you comply with the NYS requirements. Based on the nature of your business (including number of employees and shifts), you may need just one or multiple entries per day. Tailor this log to your setting and business needs.

Date	Reviewer	Reviewer’s Signature	Employee Screening Responses Reviewed (Y/N)



COVID-19 Cleaning and Disinfection Log Template

Location: _____

New York State (NYS) [requires](#) regular cleaning and disinfection at least every day, and more frequent cleaning and disinfection of shared objects (such as tools), frequently touched surfaces, and high transit areas, such as restrooms and common areas.

- Examples of high-touch surfaces and objects include meeting tables, chair armrests, doorknobs, cabinet pulls, refrigerator door handles, faucets, toilets and light switches.
- Please review the New York City Department of Health and Mental Hygiene’s [guidance on cleaning and disinfection](#).
- Cleaning and disinfection must be performed with products identified by and registered with the Environmental Protection Agency (EPA) as effective against COVID-19. To find a list of products that meet the EPA’s criteria, use their [interactive tool](#).

This is a sample log designed to help you comply with the NYS requirements. Tailor it to your setting.

Date	Time	Type of Cleaning		Staff Responsible for Cleaning	Staff Signature	Notes	Manager Initials
		Regular daily cleaning	High touch surfaces/high transit areas				
		<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>				

IT'S UP TO YOU NEW YORK

SOCIALIZE RESPONSIBLY

PROTECT YOURSELF • LOOK OUT FOR EACH OTHER • CARE ABOUT THE COMMUNITY



GUIDELINES FOR OUTDOOR DINING:



WEAR A FACE COVERING

Always wear a face covering when not seated and when not eating or drinking.

DON'T CROWD

Don't crowd in front of businesses or block the sidewalk. Remember to practice physical distancing.

RESPECT THE NEIGHBORHOOD

Please keep your voices and music down. Remember people live here too.

YOU MAY NOW BE SEATED

People may now be served food and beverages while seated at an outdoor table, or continue to "Take Out, Don't Hang Out".

No groups of more than 10 people from the same party may sit together at a table.

PROTECT LOCAL BUSINESSES

Don't put your favorite place at risk of getting fines, violations, or losing their liquor license by not following guidelines.

ALL OUTDOOR DINING MUST BE CLOSED BY 11PM.

Get tested: There are COVID-19 testing sites in all five boroughs.

To find a site, visit nyc.gov/covidtest or call 311.

For the latest information, visit nyc.gov/coronavirus

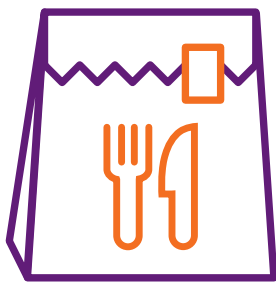
June 22, 2020

Mayor's Office
of Media and
Entertainment

NYC
Office of Nightlife

PREVENT THE SPREAD OF COVID-19 IN NYC RESTAURANTS!

TAKE THESE STEPS WHEN DINING:



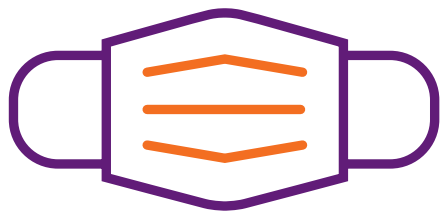
Stay home if sick

Stay home if sick and have food delivered.



Keep physical distance

Stay at least 6 feet away from restaurant staff and others.



Wear a face covering

Wear a face covering when not seated and when not eating or drinking. You can be contagious without symptoms.



Keep your hands clean

Wash your hands or use hand sanitizer when you enter and leave the restaurant.

Get tested: There are COVID-19 testing sites in all five boroughs. To find a site, visit nyc.gov/covidtest or call 311.

For the latest information, visit nyc.gov/coronavirus.

PREVENT THE SPREAD OF COVID-19 IN NYC!

TAKE THESE STEPS:



Stay home if sick

Only leave for essential medical care and testing or other essential errands.



Keep physical distance

Stay at least 6 feet away from other people.



Wear a face covering

You can be contagious without symptoms. Protect those around you by wearing a face covering.



Keep your hands clean

Wash your hands often with soap and water or use hand sanitizer if soap and water are not available.

If you are at increased risk of severe illness from COVID-19, you should still stay home as much as possible. Those at increased risk are adults age 50 or older (adults 65 and older are at the highest risk), and those who have other health conditions.

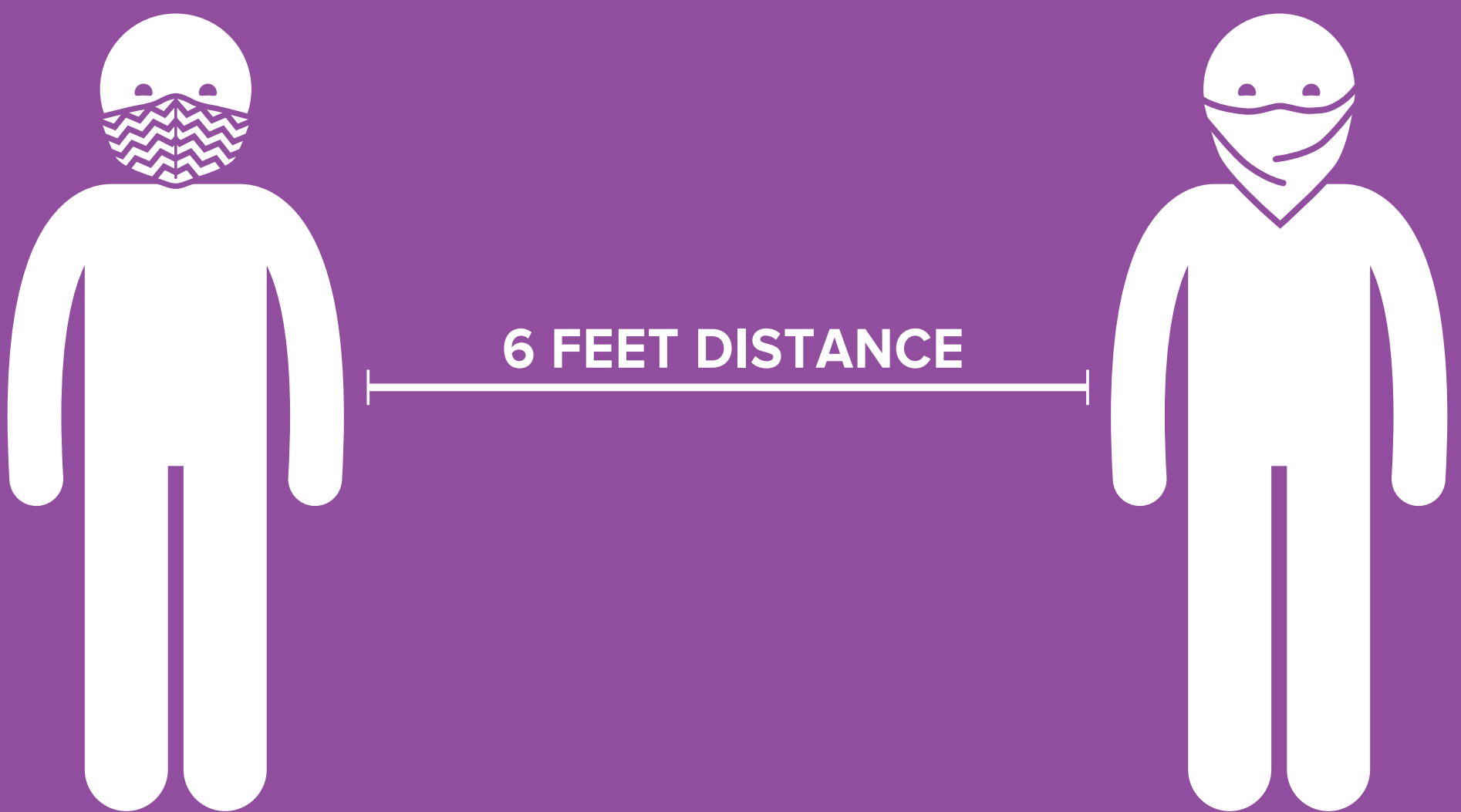
Get tested: There are COVID-19 testing sites in all five boroughs. To find a site, visit nyc.gov/covidtest or call 311.

For the latest information, visit nyc.gov/coronavirus.

STOP THE SPREAD OF CORONAVIRUS: MAINTAIN SIX FEET OF DISTANCE

All New Yorkers must wear a face covering when outside their home if unable to maintain at least 6 feet of distance between themselves and others.

New York State Executive Order No. 202.17.



Text **COVID** to **692-692** for real-time updates
or visit nyc.gov/coronavirus.

Call **311** to report harassment, discrimination, or a violation.

**Messages and data rates may apply. Check your wireless provider plan for details.*

NYC[™]