

# Commercial Building Management

If you operate a Commercial Building Management business in New York City, new mandates from New York State require you to do the following at the start of Phase 2:

- Develop a [Safety Plan](#) and post it at your work site.
- Read [New York State \(NYS\) guidelines](#) and affirm compliance.
- The State requires that you **affirm that you have reviewed and understand the State-issued industry guidelines** and that you will implement them. You can fill out the affirmation form [here](#).

View the full list of requirements on the State website to make sure you are in compliance, and protect your employees and customers by taking the following steps to prevent the spread of COVID-19. These are some examples of best practices.

## 1. Stay Home if Sick

Unless you are leaving for essential medical care ([including testing](#)) or other essential errands, stay home if you are sick.

- Consider implementing sick leave policies that encourage workers to stay home if they are sick.
- Perform health screenings remotely, before people arrive, where possible.
- Post the [Stop the Spread](#) poster in employee areas. Additional languages are available on the [www.nyc.gov/health/coronavirus](http://www.nyc.gov/health/coronavirus) website or by calling 311 to order a copy.

## **2. Keep Physical Distance**

Stay at least 6 feet away from other people.

- Encourage telework for as long as possible – this will protect workers who must work in person.
- Modify workstations and seating areas to keep workers 6 feet apart.
- Remind workers and visitors that they must wear face coverings when they can not maintain 6 feet of distance from others.
- Only allow one person at a time to use an elevator, unless all occupants are wearing face coverings. Consider having someone to monitor and direct elevator traffic.
- Create walking paths with tape on the floor to avoid bi-directional foot traffic.
- Stagger work schedules.
- Consider installing physical barriers (like Plexiglas) at reception and security desks.

## **3. 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.

- Consider placing face coverings near the front door for those who arrive without them, including youth-sized face coverings for younger visitors.
- Encourage customers to wear face coverings whenever seated but not eating.

## **4. 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.

- Make hand sanitizer available in high-touch areas, like near restrooms.
- Avoid use of furniture that isn't easily cleaned.
- Increase ventilation of outdoor air as much as possible.
- Encourage frequent handwashing with signage.

The NYC Department of Health and Mental Hygiene (DOHMH) has created plain language Frequently Asked Questions for [each sector re-opening in Phase 2](#), in adherence with the New York State guidance.

Additionally, the Department of Small Business Services (SBS) and the Department of Consumer and Workforce Protection (DCWP) have created [this simple flyer](#) for businesses and workers.