

Reopening New York City: What Offices Need to Know

Now that New York City (NYC) has met the public health milestones that allow [Phase Two](#) reopening, **offices** can reopen. Offices that are newly reopening and offices that have been operating as an essential business must follow new mandates.

For answers to key questions about reopening, please read [Reopening New York City: Frequently Asked Questions](#). Not all questions will be relevant, but we hope this will help you implement new requirements. The NYC Department of Health and Mental Hygiene's [COVID-19 businesses page](#) has additional information and tools for reopening and maintaining operations during the COVID-19 public health emergency.

Visit nyc.gov/health/coronavirus for updates. City and State requirements may change as we learn more about COVID-19 and the best ways to reduce transmission and keep New Yorkers safe.

Remember the four key actions to prevent COVID-19 transmission:

- **Stay home if sick:** Stay home if you are sick unless you are leaving for essential medical care (including COVID-19 testing) or other essential errands.
- **Physical distancing:** Stay at least 6 feet away from others.
- **Wear a face covering:** Protect those around you. You can be contagious without symptoms and spread the disease when you cough, sneeze or talk. Face coverings help reduce the spread of COVID-19.
- **Practice healthy hand hygiene:** Wash your hands often with soap and water or use an alcohol-based 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 arm, not your hands.

Although you may be able to reopen your worksite once you follow the below steps, the best way to reduce the spread of COVID-19 and protect employees is to continue work from home as much as possible. Together we can reduce COVID-19 transmission in New York City.

What do I have to do to legally reopen my business?

Required steps before you reopen

- Develop a [Safety Plan](#) and post it at your work site.
- Read the [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 at forms.ny.gov/s3/ny-forward-affirmation.