NYC MEANS BUSINESS
What employers must do

**BEFORE YOU REOPEN**

☐ Visit [forward.ny.gov](http://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](http://forms.ny.gov/s3/ny-forward-affirmation)

☐ Develop a safety plan (template available at [forward.ny.gov](http://forward.ny.gov)) and post it at your worksite where workers can see it.

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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.**

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**Review ALL guidance specific to your industry on [forward.ny.gov](http://forward.ny.gov).**

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

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

For the latest updates, visit [nyc.gov/coronavirus](http://nyc.gov/coronavirus).

**EMPLOYERS**

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

**WORKERS**

For more information, call **311** and ask for the Worker Protection Hotline or visit [nyc.gov/workers](http://nyc.gov/workers).