

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.