

Restart NYC

New York City Department of Health and Mental Hygiene

July 2020

New York Forward

NYS is reopening by region in four phases based on statewide requirements; monitor the [NY Forward site](#) for updates to sector reopening.

Phase 1 (June 8)

- Construction
- Retail trade
- Manufacturing
- Wholesale trade

Phase 2 (June 22)

- Real estate
- In-store retail
- Vehicle, lease and rental companies
- Retail rental
- Commercial building management
- Hair salons and barber shops
- Outdoor dining and takeout
- Offices

Phase 3 (July 6)

- Food services
(indoor dining is currently on hold)
- Personal care

Phase 4 (July 20)

- Outdoor arts, entertainment and recreation
- Media Production
- Outdoor low-risk arts and entertainment

New York Forward

NYS is reopening other sectors by date and not as part of a “phase”

Statewide guidelines

- Childcare and day camps
 - Lake and ocean beaches
 - Religious and funeral services
 - Racing activities
 - Auto racing
 - Dentistry
 - Professional sports training facilities
 - Sports and recreation
 - Public transportation
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What Does it Mean to Reopen?

All NYC operators must follow NYS [processes and mandates](#):

- 1) Read and review the summary and detailed guidelines for your industry or sector
- 2) Submit an [affirmation](#) that you have read the detailed guidelines
- 3) Complete an [NY Forward Safety Plan](#) and post it at your worksite

What Does the Guidance Cover?

Mandates and best practices for:

- Physical distancing
- Protective equipment
- Hygiene and cleaning
- Communication
- Screening

Things to keep an eye out for:

- Specific physical distancing mandates for your sector
- Frequency and requirements for COVID-19 health screenings and, in some cases, testing
- Mandates for self-isolation and returning to work

But What About...?



- Not every specific industry or sector is covered in the guidance
- Start with the [NY Forward Business Reopening Lookup Wizard](#):
 - Select your county
 - Enter your North American Industry Classification System (NAICS) code or filter by category
 - The tool will provide information on whether you are permitted to operate and any specific guidance you need to follow
- Specialized guidance for some industries, such as health care providers
- Read the [NYS FAQ](#), and find direct contact information for questions by region



Restart New York City

Overview of NYC Guidance and Tools

NYC: Who's Doing What?

- [NYC Business/Small Business Services](#): hotline, tools and marketplace
- [NYC Department of Health and Mental Hygiene](#):
 - Public health guidance and tools for reopening NYC to support implementation NY Forward requirements
- [NYC Department of Consumer and Worker Protection](#):
 - Education and enforcement of worker health and safety mandates
 - Worker protection hotline
- [NYC Department of Transportation](#):
 - Opens streets, sidewalks, and plazas for restaurants to operate outdoors
- **Mayor's Office of Special Enforcement**: coordinates citywide, multiagency enforcement of State COVID mitigation reopening requirements
- And other agencies! Find all City resources for COVID-19 on the [City's homepage](#).

The Core Four: Key to Reopening



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.

NYC Health Department Public Health Guidance

- Visit <https://www1.nyc.gov/site/doh/covid/covid-19-main.page>
- Guidance for specific businesses: [looking to NY Forward](#) and providing best practices and recommendations for the Core Four
- All sectors:
 - FAQs
 - [Signs, posters and flyers](#)
 - Tools (such as model logs and health screenings)
 - Guidance on returning to a space that has been vacant
- Guides for the public: [diners](#), [gathering](#), having [fun outdoors](#) and [shopping](#)
- Information on [face coverings](#) and [COVID-19 testing](#)
- Updates and adds resources regularly – please check back frequently for updates!



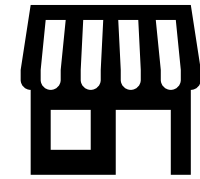
Flyers and Posters

- Prevent the Spread
- Keep Your Distance
- Wash Your Hands
- Cover Your Cough

These flyers and posters are available in multiple languages; to order, call **311** or print at home

Tools

- [COVID-19 Symptom Screening Tool Sample](#): a sample of how to screen employees before they can enter the workplace each day
- [COVID-19 Employer Health Screen Review Documentation Template](#): a sample of how businesses can document their daily health screening assessments
- [Cleaning and Disinfection Log Template](#): a sample log of how businesses can show they are complying with the requirement to clean and disinfect daily
- [NY Forward Business Reopening Lookup Wizard](#): a guided tool to help businesses determine if they can reopen
- [Environmental Protection Agency \(EPA\) COVID-19 Disinfectants](#): search the EPA's list of approved disinfection products





Putting the Requirements and Recommendations Into Practice

Practical Steps to Help Us Move Forward

Implementation Strategies

- Remember the Core Four:
 - Stay home when sick
 - Physical distance
 - Face coverings
 - Hand hygiene
- Articulate guiding principles that fit your setting; for example:
 - Acknowledge we are all adapting to a “new normal” during this ongoing public health emergency
 - Anchor decisions in current science, equity, respect, dignity and compassion
 - Use a harm reduction framework to balance risks of the operation versus risks of COVID-19 to employees, coworkers and close contacts
 - Continue to address the disproportionate burden of COVID-19 on Black, Brown and immigrant New Yorkers

Implementation Strategies

- Continue to incorporate strategies to recognize grief and loss for your staff:
 - There is ongoing transmission, illness and death in NYC and around the country and world where many New Yorkers have family and friends
 - Returning to the workplace will be challenging if coworkers have passed away
 - Visit www1.nyc.gov/site/doh/covid/covid-19-mental-health.page for NYC resources and ideas on how to acknowledge grief and loss in the workplace

Resume More Work Activities with COVID-19 Mitigation Measures in Place

- Conduct a close analysis of the operation because the details make the difference
- Be creative:
 - Ask staff for ideas to reimagine their work
 - Sponsor innovation competitions
- Be ready to change as circumstances and information about COVID-19 evolve

Continue “Work From Home” if Possible

- **Offices that can continue allowing staff to work from home (WFH) should do so**
- **Benefits:**
 - Protect workers who can WFH
 - Support citywide physical distancing efforts and slow the spread by reducing the number of people using public transportation, sidewalks, lunchtime eateries and office buildings
 - Protect workers who, by nature of the job, cannot WFH
 - Avoid reconfiguring workspaces and changing office operations
 - Enable quarantined employees to continue working
 - Maintain operations if a surge requires a return to WFH
 - Help caregivers manage ongoing childcare issues in the face of remote learning
- Recognize, for some staff, the office is safer than home and allow staff to come to the office

How to Determine Who Can WFH

- Rather than ask “what percentage of the workforce should return to the office?”:
 - Ask: “Why is this worker coming to the office? What can we do to have that activity done at home, in whole or in part?”
 - Examples:
 - Purchase equipment, such as laptops, stationary, printers and mobile hotspots (costs may be lower than reconfiguring the office)
 - Enable customer service by phone
 - Postpone some activities
 - Change expectations for productivity metrics that cannot be met if WFH continues

For Employees Who Must Work Outside the Home

- Facilitate easy adoption of Core Four practices. For example:
 - **Stay home if sick**
 - Create a supportive work culture that encourages staying home when sick
 - Expand sick days
 - **Physical distancing**
 - Review strategies to spread out employees in the office
 - Stagger work schedules
 - Consider compressed schedules to complete the work week in four days
 - **Wear a face covering**
 - Employers must provide face coverings to their employees
 - Consider offering face coverings to visitors, customers and clients to protect staff
 - **Practice healthy hand hygiene**
 - Frequently replenish supplies and ensure out-of-office staff have hand sanitizer
 - Make cleaning routines visible to alleviate concerns

For Employees Who Must Work Outside of Home: Ideas for Risk Mitigation

- Review the details of the operation and mitigate risk
- For example: Will there be interaction with visitors, clients or customers who may not follow the Core Four? Mitigate by:
 - Asking if they have COVID-19 symptoms before starting the interaction
 - Providing information about respecting physical distancing
 - Offering face coverings (note that not everyone can tolerate face coverings)

For Employees Who Must Work Outside of Home: Ideas for Risk Mitigation

- Will employees take public transit? Mitigate by:
 - Establishing flexible lateness policies so employees can let crowded trains or buses go by
 - Allowing staggered start times to reduce travel during rush hour
 - For community-based employees, changing routes to keep stops close together to limit time on public transportation and enable walking
 - Providing Citi Bike memberships and setting up a bike storage area
- Recognize some employees face greater risk because of their age or underlying medical conditions; mitigate this by establishing accommodation policies beyond what may be required
- Communicate regularly and provide training

Conclusion

- This presentation aimed to provide ideas on how to think about working during the COVID-19 public health emergency
- Tailor the Core Four to your workplace, employees and activities
- Be flexible and prepared to change
- Employees may have feedback on ways to improve health and safety measures

Questions and Discussion