

## **Minutes following the 05/27/2020 Village Board Meeting**

*Welcome to the second monthly Village of Wappingers Falls meeting of the Mayor and Board of Trustees today Wednesday, May 27, 2020, 5:00 PM (ZOOM Simulcast Meeting)*

Mayor Alexander started the meeting saying future village board meetings held during the COVID – 19 pandemic would be open to the public for viewing and public comment remotely, ZOOM Simulcast or by conference call or similar service to be determined.

### **PLEDGE OF ALLEGIANCE:**

**ROLL CALL BY THE CLERK OF THE VILLAGE:** Mayor Alexander, Aye. Trustee Marcojohn, Aye. Trustee Davis, Aye. Trustee Komornik, Aye. Trustee Whitten, Absent. Trustee Huber, Aye. Trustee Paonessa, Aye. Attorney Wallace, Aye.

Mayor Alexander turned the meeting over to Mr. John Szarowski KC Engineering.

KC Engineering Project Discussion.

### **Projects for Discussion – Village of Wappingers Falls**

#### **2020-05-27 Village Board Workshop Meeting**

#### **2020 Construction**

##### **Village / Franny Reese Park – Ben Ciccone, Inc,**

- Construction scope includes Upper Overlook and Lower Overlook improvements.
- Ciccone stopped construction on 27 March 2020 due to COVID-19 following the Governor’s Executive Order.
- During the pause, Ciccone had to move to an “essential” construction project elsewhere and will probably not return to VWF until Aug 2020.
- Submittal review has been completed and materials are ready.
- Construction completion date of Sept 11, 2020 will probably need adjustment.

##### **Village / TAP PIN 8761.74 Pedestrian Safety Improvements – Con-Tech Construction Technology, Inc.**

- Construction scope includes sidewalks and pedestrian lighting on W Main St between the limits of the new sidewalk installed in 2019, north of County Players and south of Ground Hog. The project does not include drainage Improvements.
- Construction contract fully executed May 20, 2020.

- Con-Tech is working through NYSDOT Highway Work Permit (HWP) and submittals.  
 NYSDOT Pre-Bid Mtg will be rescheduled when HWP is ready. • Anticipate construction start in around late-June. Schedule TBD.
- Construction completion date is Oct 17, 2020.

### **Other Projects and Assignments**

- **Village / Utility Improvement Contract 5**
- Contract 5 will include DW Water Improvements using remaining Village DWSRF 17419 funds and additional funds needed for the scope.
- Contract 5 scope will include water connection improvements from Village of Wappingers Falls to the Town of Wappinger on Losee Road.
- Design and regulatory approvals are needed for Contract 5. Bidding is targeted for late 2020 in preparation for 2021 construction.
- During VWF Contract 5 Design, the Village intends to host a public meeting with presentation by the Engineer.

- **Village / Water Filter Building – Engineer Report for USDA Funding**

### **Application**

- KC is working on a USDA Engineering Report in support of a Village funding application for the proposed Water Filter Building and Facilities at the Water Supply Facility.
- Pending information from Village
- There is a rolling deadline for USDA funding.

- **Future New Water Improvements**

- KC has submitted new listings for the NYSEFC Draft 2021 DWSRF IUP for the following list of potential projects.
- Installation of 12-inch water main on N Mesier Ave from north of Trabucco to Route 9 to replace existing 6- inch water main (approx 1,200 LF).
- Installation of 8-inch watermain connection on the west side of Route 9 from N Mesier Ave to the Carpet Store location (approx 1,615 LF).
- Installation of 8-inch water main connection on the west site of Route 9 near the Bowling Alley (approx 600 LF).
- Construction of Water Filter Building and Facilities at the Water Supply Facility.
- Replace/upgrade Delavergne and Wenliss Tanks.

- **Village / Grease Trap Engineering Planning Grant**

- Work on the Grease Trap Engineering Planning Grant project continues.
- This is a two-year grant. Work will be completed in 2020.

- **Village / EPA Grant Brownfield Assessments**
- Next Steps – Phase 2 Assessments – on hold.
- **Village / Sewer and Water Infrastructure Study – For VWF and Town of Wappinger**
- Draft Sewer and Water Report was provided to Mayor Matt Alexander in Aug 2019.
- KC will provide further circulation and/or revisions upon request of the Village.
- **Village / Paggi Terrace Sewer Main and Water Main Extensions**
- DCDH design approval for the Paggi Terrace Sewer Main and Water Main Extensions was provided to the Mayor in Nov 2019.
- KC will provide additional action if requested by the Village.

**The above summarized village projects to date.**

Discussion followed as during the pause, Ciccone had to move to an “essential” construction project elsewhere and will probably not return to VWF until Aug 2020. Trustee Huber said this is unacceptable! Mr. John Szarowski KC Engineering said he would follow up with Ciccone and get back to the board.

**Wappingers Falls Re-opening *SAFELY* 2020 (See Attached)**

**Temporary use of Village Parks for eating areas June, 2020 through October, 2020**

Motion by Trustee Huber to allow Temporary use of Village Parks for eating areas June, 2020 through October, 2020 and that Trustee Huber will take the lead along with a committee to coordinate. Seconded by Trustee Marcojohn. Carried.

**Moran Avenue Parking time limit – 20 minutes proposal**

Attorney Wallace to research with DOT to determine ownership. Discussion to continue moving forward and possible legislation to be determined.

**Orchard View School Graduation June 26, 2020 use of Mesier Park, South Mesier Ave, Maple Street and closure of Major McDonald Way 9:45am – 11:30am** Motion by Trustee Poanessa to approve Orchard View School Graduation June 26, 2020 use of Mesier Park as assembly area for motorcade, from there they will drive South Mesier Ave, Maple Street and enter Major McDonald Way at Maple Street. 9:45am – 11:30am. Village Police are requested to close entrance to Major McDonald Way at Maple Street from thru traffic during the motorcade. Seconded by Trustee Davis. Carried.

**EXECUTIVE SESSION**

Motion by Tr. Komornik to adjourn into Executive Session at: 9:15 PM for the purpose of discussing areas marked (X). Seconded by Tr. Huber. Carried.

All in Favor: 5 Opposed: 0 Abstain: 0

Motion passes [ 5 ] – [ 0 ]

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**EXECUTIVE SESSION**

- pending litigation in the matter(s)
  - negotiations conducted pursuant to the Taylor Law
  - the medical history of a particular person
  - the financial history of a particular person
  - the employment history of a particular person
  - matters leading to the appointment of a particular person
  - matters leading to the promotion of a particular person
  - matters leading to the demotion of a particular person
  - matters leading to the discipline of a particular person
  - matters leading to the termination of a particular person
  - issues involving a special education student
  - the proposed sale of real property because the publicity would substantially affect the value thereof
  - the proposed lease of real property because the publicity would substantially affect the value thereof
  - seeking legal advice from the Village's Attorney
  - matters that would impact public safety
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Motion by Tr. Komornik to exit Executive Session and return to the Public Meeting at 6:00 PM. Seconded by Tr. Davis. Carried.

All in Favor: 5 Opposed: 0 Abstain: 0

Motion passes [ 5 ] – [ 0 ]

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**REGULAR SESSION:**

Motion by Trustee Paonessa to adjourn the 5/27/2020 (ZOOM Simulcast) Village Board Meeting. Seconded by Trustee Marcojohn. Carried.

Meeting adjourned 7:00 PM. Minutes prepared by: John M. Karge, Village Clerk



## Wappingers Falls Reopens **SAFELY** Strategy

By January of 2020, a virus started as concentrated epidemic in China and within two months of the initial outbreak, the entire planet fell into a global pandemic. New York became the epicenter of the pandemic in the US and has since been at the forefront of fighting and suppressing the situation to minimize its spread. The Village of Wappingers Falls alone had 50 reported cases within that time, becoming one of the top three municipalities in cases per capita and square mile.

In March of 2020, Governor Andrew Cuomo issued a NY ON PAUSE order which issued regulations to enact social distancing, working from home or shutting down for non-essential businesses and regulations for how essential businesses were to be operated. The efforts center around how to keep people from being in close physical contact with each other while a highly contagious unknown virus which has proven to be deadly to vulnerable members of our population circulates. Businesses, restaurants, parks, and just about every social interaction was put on hold while the State attempted to control the COVID-19 pandemic that swept across the state as well as the nation. Cuomo has recently released his 4 Phase Plan to roll back the restrictions and work to open New York State once again - but that re-opening will be put in place with new regulations in place. This document looks to engage residents of the Village of Wappingers Falls in those discussions.

We understand that as time goes on, New York's COVID-19 executive orders will continue to evolve until there is a cure, vaccine or a lessened mutation of this virus. The Village is looking forward to reopening our businesses and resuming their projects in a manner that is safe. We believe that we can find the right balance between businesses maintaining some employment and operations while protecting public health and safety. However, we are under no illusion that there will be 100% compliance with personal protection and assembly requirements. We acknowledge by reopening, there is a risk of a resurgence in the virus that could initiate a second wave. While getting the Village businesses back to work, safety will be our main focus. We will follow along with New York State's 4 Phase Plan. The timetable for these phases, however, will rely on the current situation and how it develops in the following weeks. That said it is important to note that **dates are not official and could change depending on the State's situation**. This document discusses how these rollbacks will affect everyday life in Wappingers Falls and how the Village is taking precautions to encourage safe practices for both its residents and employees.

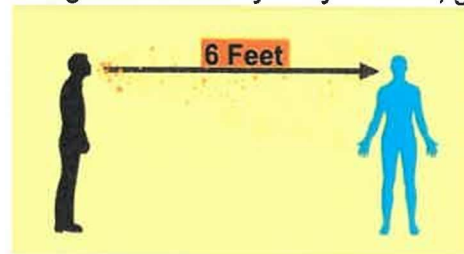
With essential services such as certain Village staff positions working in office throughout the shutdown, these guidelines for Village service employees have been followed to ensure a safe environment for our residents as well as our staff.

1. Develop cleaning policies with lists of items to be cleaned, how often they should be cleaned and who is responsible to maintain the program and ensure the cleaning is being done. Provide workers with tissues, no-touch trash cans, hand soap, alcohol-based hand rubs with at least 60 percent alcohol, disinfectants, and disposable towels to clean their work surfaces. Consider electrostatic sprayers to disinfect workplaces and vehicles. Keep a cleaning record including date/time and who did the work. This can be done as part of the Blood Borne Pathogen policy.

2. Replace face-to-face conversations--internally as well as those with customers, clients, and vendors with teleconferences, Zoom, Skype or other virtual platforms for meetings.
3. Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment.
4. High efficiency Air Filtration can be added with higher quality filters. If possible, increase the flow and circulation of fresh air in all buildings.



5. Develop a plan to ensure to have the proper type and number of PPE of all types in inventory. Someone should be tasked with assessing and maintaining that inventory daily. Masks, gloves and hand sanitizer should be available for all. Masks should be used whenever interacting with others within 6 feet. Other PPE for Police and other departments may be necessary.



6. Gloves should be worn during transactions or interaction, but wearing the same pair of gloves will cross-contaminate if used in multiple interactions. Gloves should be changed after each action, or interaction. (Anyone with cuts or abrasions on their hands should always wear gloves, changing them often.)
7. Gloves and masks need not, but may by choice, be worn when working alone in a room or while driving a vehicle with no passengers.
8. Remember the more you wear PPE the more contaminated it may become. Change PPE often.
9. Proper disposal of PPE is also essential in reducing the spread of disease. Teach employees the proper method for glove removal. Train employees on proper methods of disposal as part of your BBP Program.

10. Washing of hands should be done every time gloves are changed, if possible, or as often as you can through your work day. Wash your hands with very warm water and soap them up for at least 20 seconds, then rinse. It is the 20 seconds of rinsing water that washes away the contaminants.
11. Discontinue nonessential travel to locations with ongoing Covid-19 outbreaks.



12. Update your emergency operations plan with the help of your local public health department, emergency operations coordinator or planning team, and other relevant partners to include COVID-19 planning
13. Identify space that can be used to separate sick people if needed.
14. Develop an emergency communication plan for distributing timely and accurate information to workers and those you serve.
15. Identify actions to take if you need to temporarily postpone or cancel events, programs, and services, especially for groups at greater risk such as older adults or people with chronic health conditions.
16. Promote the practice of everyday preventative actions (See guidelines in Phase 1 and 2).

17. Provide COVID-19 prevention supplies at your organization (e.g., soap, hand sanitizer that contains at least 60% alcohol, tissues, trash baskets, and a couple of disposable facemasks, just in case someone becomes sick during an event).
18. Plan for staff absences by developing flexible attendance and sick-leave policies, plan for alternative coverage, and monitor and track COVID-19 related staff absences.
19. Engage with stigmatized groups and speak out against negative behaviors to help counter stigma and discrimination.

## **Village Operations Safety Guidelines**

### **Village Hall – Matt Alexander, Mayor**

Village Hall remains operational through this process. While access from the public to Village Hall is currently prohibited, employees are in office.

Employees are required to wear proper PPE equipment such as, but not limited to, masks and gloves provided by the Village whenever they are not in their own office.

Hand sanitizer dispensers will be located near doors exiting the Village Hall offices

Hand sanitizer as well as disinfecting spray has been given to each employee and are encouraged to disinfect their workspace once during the day and once again upon closing.

When possible, employees will work in shifts to decrease the number of people in the workplace at one time. Where possible, each member has been set up with a portable laptop to continue work from home.

Village Hall is also purchasing dividers for their employees which will provide more safety and protection when in office - they will be installed in the following locations:

1. between the Water and Garbage Clerks
2. between the Grants Administrator and Intern
3. between the Planning & Zoning Secretary and the Deputy Building Inspector (who will be moved into the front office near the file room.
4. A window will be installed in the hallway outside the Zoning Office which will limit contact between applicants, consultants and Zoning staff.
5. When visitors come to the Village Hall they will be:
  - a. encouraged to use the drop-off box at the exterior entrance
  - b. allowed upstairs only if they have a large amount of materials (such as planning board application materials or something similar), otherwise visitors will be encouraged to engage Village Hall staff by phone, email or zoom.
  - c. Village Board members will be asked to pick up their mail in the downstairs reception area.

Village Hall should follow the General Guidelines\* stated in Phase 1 and Phase 2 of this document.

## **Water Department**

The Water Department currently has three employees who are working separately. They are on a three-day rotation. Masks and Lysol wipes have been provided by the Village to ensure a clean working environment. Equipment is thoroughly disinfected after each rotation.

## **Highway, Sewer & Garbage**

The Highway Department has been split into two – three man crews (an “A” and “B” crew), who work every other workday. This helps insure against all workers being exposed at one time, and maintains continuity of services. This practice is also in use by all the surrounding towns, villages, cities, etc.

The Water Department has been split into three – one man crews, who work every third day. Again, this helps insure against all workers being exposed at one time, so that the Village always has a Licensed Water Operator to run the Plant. **Maintaining continuity of service for the water (and sewer) systems is critical.**

The Highway Garage and Water Treatment Plant are equipped with appropriate personal protective equipment (PPE). This includes face masks (N95 and cloth), nitrile gloves and hand sanitizer, etc. We augment our supplies of PPE whenever they become available at local businesses, and are constantly looking for new sources of supplies. We were also able to secure PPE from the Dutchess County Emergency 911, thanks to the efforts of Assistant Village Fire Chief Jason Enson, and Dutchess County Emergency Manager Bill Beale.

Highway and Water Department trucks and personnel are equipped with appropriate PPE for use in the field.

Highway and Water Department personnel ride alone, in separate trucks whenever possible.

Heavily used communal surfaces at the Highway Garage and Water Treatment Plant (i.e. doorknobs, steering wheels, etc.) are wiped down daily with a bleach solution.

Special care is taken when working with garbage and sanitary sewer. Sewer projects which can be delayed for the time being.

## **Zoning Office**

Zoning has put personnel on rotating shifts to decrease numbers in the workplace. Masks and gloves have been supplied by the Village. A temporary plexiglass window/barrier will be installed to provide safety for the staff when interacting with people. Visitation into the building is prohibited until further notice, unless deemed absolutely necessary and then they will only be admitted to the hallway where they can interact with the Zoning Office from a window..

## **Court**

The Justice Courts will remain closed to the public until further notice.

The municipality has provided VPN-remote access, where possible court clerks work virtually from home. Subject to review consideration by the District Administrative Judge regarding the need to have more than one clerk access the court facility, authorization is granted for one clerk

at a time (or judge with no clerk) to return to the court facility in a limited capacity. The following tasks may be performed at the court facility:

- For any court that placed a hold on its mail delivery with the Postal Service, such hold may now be rescinded.
- Mail should be processed as soon as possible upon return to the court facility.
- All monies received, including online payments, should be receipted and deposited with banking institutions as soon as possible. Court clerks will not under any circumstances bring any monies home or otherwise outside the court facility for processing other than for immediate deposit.
- Any other file work that can be safely processed while at the court facility.
- Clerks should prioritize and perform data entry of any after-hours proceedings conducted since March 16, 2020.
- All Criminal Disposition Reporting should be completed as soon as possible.
- Clerks should process all recently filed or pending vehicle and traffic matters.

The Unified Court System's willingness to lift the restrictions on Justice Court operations for the court clerks is conditioned upon the clerks observing the following recommended practices:

- Court clerks should not report to work if ill or experiencing COVID-19 symptoms.
- Signs should be placed where visible to municipal staff and court users indicating that public access to the courtroom and clerk's offices/windows is prohibited.
- Social distance (min. 6ft) should be maintained from other municipal employees within the court complex. If the court clerk needs to be within six feet of a coworker, face masks, or similar protective face covering should be utilized.
- Frequent and thorough hand washing is encouraged, as is routine use of hand sanitizers or disinfecting wipes.
- Personal Protective Equipment (PPE) should be utilized at the court clerk's workstation when, when possible.
- Routine cleaning of surfaces, equipment, and workstation is encouraged.
- Discourage clerks from using other worker's desks, supplies, or phones unless properly disinfected.

## **Police**

Officers have been provided a N95 mask that is to be worn when they have any contact with the public or each other in their office.

Officers have been given cleaning materials to clean the inside of their patrol vehicle before going on patrol. There are also anti-bacterial hand wipes in all patrol vehicles.

Entrance to police headquarters by the public has also been limited. When they come to the door, they are instructed to call the desk or use the intercom and tell us what they need. We then advise them on how we can assist them.

Police assistants are required to clean the desk, phones, keyboards and any other surfaces that have been used before they start and finish their tour.

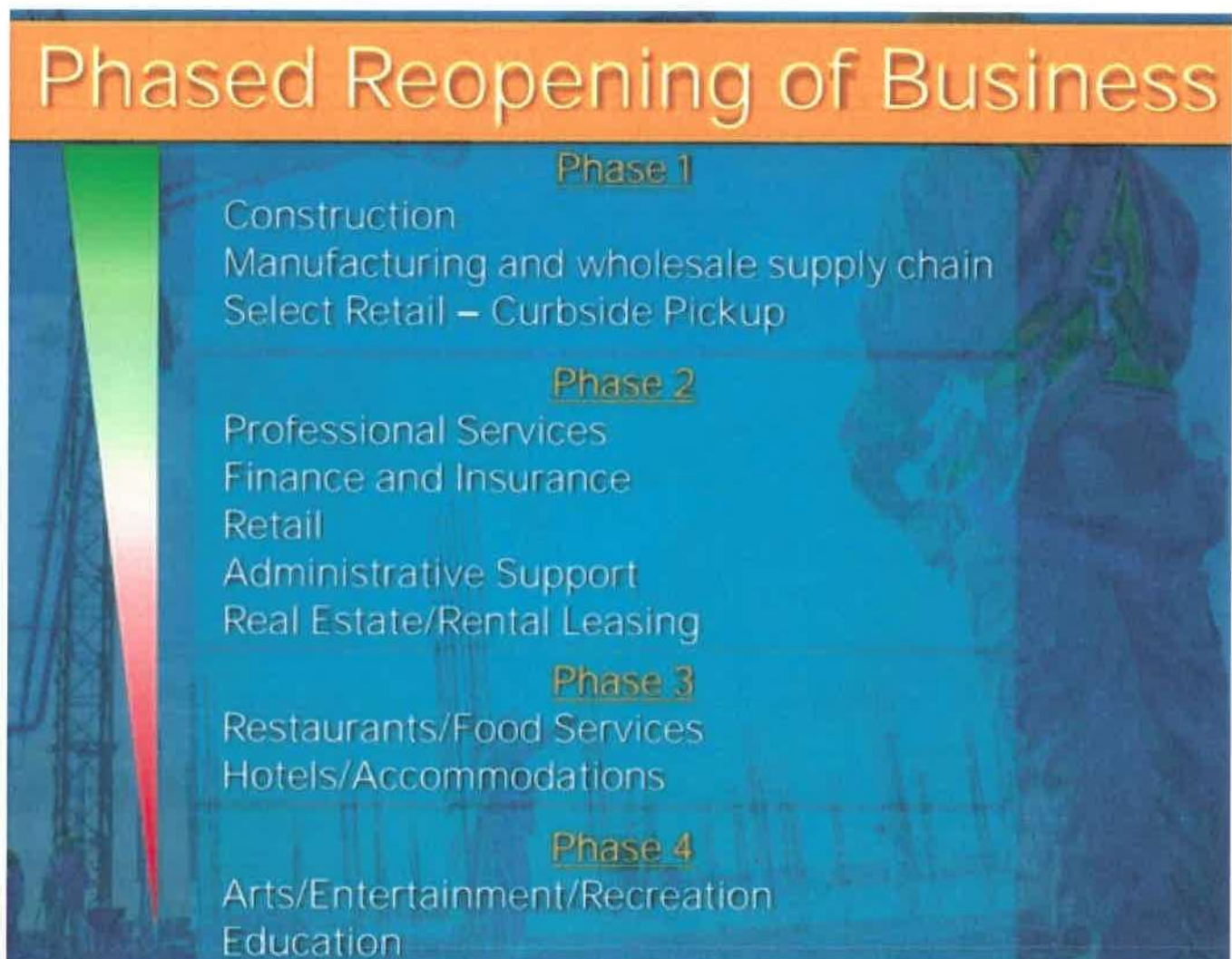


## Fire

The firehouses have been completely disinfected after three cases were recorded among personnel. Among other precautions include:

- Every person responding to a call must wear proper PPE gear including but not limited to a face mask and gloves.
- Visitation is limited inside the firehouse with most personnel only being allowed to access the building when responding to a call.
- Two fogger machines have been purchased to disinfect equipment and engines after responding to a call.
- Equipment is disinfected after each call.

### Phase Roll-outs for New York State and the Village of Wappingers Falls



## **Phase 1**

For the Village:

- Curbside pickup for retail businesses.
- Private construction projects:
  - 69 E Main Street
  - 7 Moran Avenue
  - 1554-1564 Route 9
  - 1557-1571 Route 9
  - 51 S Remsen Avenue
  - 14 N Street
  - 9D West Street

New York State Executive Guidelines for Phase 1 businesses:

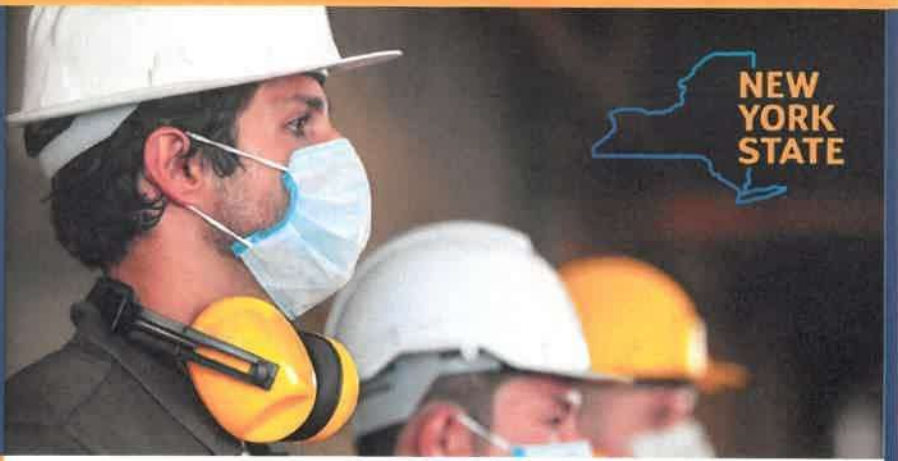
The following 22 *pages* are the NYS Employee and Employer Guidelines for business reopening in Phase 1. The guidelines are ordered as follow:

1. Construction
2. Non-food related agriculture
3. Curbside/In-store pickup
4. Manufacturing
5. Wholesale Trade

As the phases continue to roll out New York State will be rolling out similar guidelines for businesses in each phase. At this time, only Phase 1 guidelines are out.



# Reopening New York



## Construction Guidelines for Employers and Employees

These guidelines apply to all construction businesses in regions of New York that have been permitted to [re-open](#), as well as to construction businesses statewide that were previously permitted to operate as essential.

During the COVID-19 public health emergency, all construction businesses should stay up to date with any changes to state and federal requirements related to construction activities and incorporate those changes into their operations. This guidance is not intended to replace any existing applicable local, state, and federal laws, regulations, and standards.

	Mandatory	Recommended Best Practices
<b>Physical Distancing</b>	<ul style="list-style-type: none"> <li>✓ Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance.</li> <li>✓ Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.</li> <li>✓ For any work occurring indoors, limit workforce presence to no more than 1 worker per 250 sq. ft. on site, excluding supervisors in this calculation, unless additional personal protective measures are implemented (e.g. face coverings at all times).</li> <li>✓ Tightly confined spaces (e.g. elevators, hoists) should be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, keep occupancy under 50% of maximum capacity.</li> <li>✓ Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations).</li> <li>✓ Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.</li> <li>✓ Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Create additional space for employees by limiting in-person presence to only personnel necessary for the current task(s), adjusting workplace hours, staggering arrival/departure times, creating A/B teams, and/or scheduling only one team in an area at a time.</li> <li>✓ Modify alignment of workstations to maintain 6 ft. distance and avoid multiple crews and/or teams working in one area. If not feasible, provide and require face coverings or enact physical barriers (e.g. plastic shielding walls), in accordance with <a href="#">OSHA guidelines</a>, in areas where they would not impair air flow, heating, cooling, or ventilation.</li> <li>✓ Reduce bi-directional foot traffic by posting signs with arrows in narrow aisles, hallways, or spaces.</li> <li>✓ Have employees work from home whenever possible.</li> <li>✓ Prohibit non-essential visitors on the site.</li> </ul>
<b>Protective Equipment</b>	<ul style="list-style-type: none"> <li>✓ Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.</li> </ul>	

STAY HOME.

STOP THE SPREAD.

SAVE LIVES.





# Reopening New York



NEW YORK STATE

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### Mandatory

### Recommended Best Practices

#### Protective Equipment (cont'd)

- ✓ Acceptable face coverings include but are not limited to cloth (e.g. homemade sewn, quick cut, bandana) and surgical masks, unless the nature of the work requires stricter PPE (e.g. N95 respirator, face shield).
- ✓ Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.
- ✓ Limit the sharing of objects (e.g. tools, machinery, materials, vehicles) and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.

#### Cleaning and Hygiene

- ✓ Adhere to hygiene and sanitation requirements from the [Centers for Disease Control and Prevention \(CDC\)](#) and [Department of Health \(DOH\)](#) and maintain cleaning logs on site that document date, time, and scope of cleaning.
- ✓ 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.
- ✓ Provide and encourage employees to use cleaning/disinfecting supplies before and after use of shared and frequently touched surfaces, followed by hand hygiene.
- ✓ Conduct regular cleaning and disinfection at least every day, and more frequent cleaning and disinfection of shared objects (e.g. tools) and surfaces, as well as high transit areas, such as restrooms and common areas.
- ✓ Cleaning and disinfecting of the site, shared surfaces, and other areas, as well as equipment and tools, should be performed using Department of Environmental Conservation (DEC) [products](#) identified by the Environmental Protection Agency (EPA) as effective against COVID-19.

- ✓ Wherever possible, increase ventilation of outdoor air (e.g. opening windows and doors) while maintaining safety precautions.
- ✓ Encourage employees to bring lunch from home and reserve adequate space for employees to observe social distancing while eating meals.

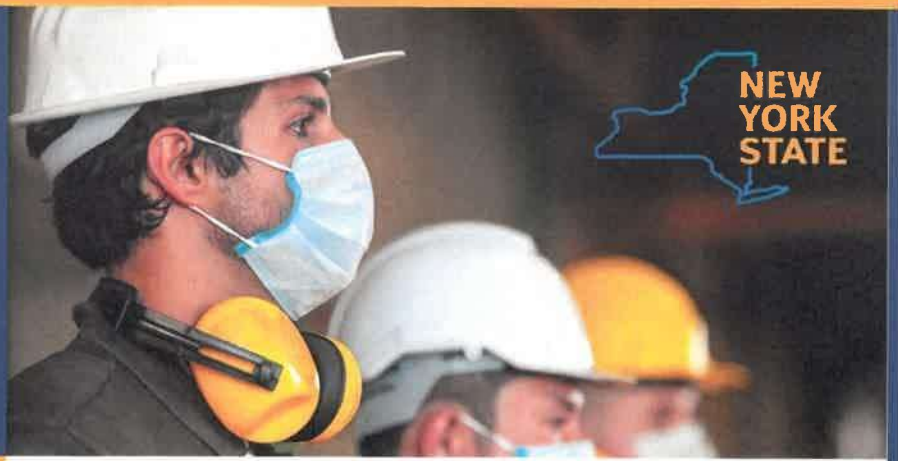
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# Reopening New York



NEW YORK STATE

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	Mandatory	Recommended Best Practices
<b>Cleaning and Hygiene (cont'd)</b>	<ul style="list-style-type: none"> <li>✓ If cleaning or disinfection products or the act of cleaning and disinfecting causes safety hazards or degrades the material or machinery, personnel should have access to a hand hygiene station between use and/or be supplied with disposable gloves.</li> <li>✓ Prohibit shared food and beverages (e.g. buffet-style meals).</li> </ul>	
<b>Communication</b>	<ul style="list-style-type: none"> <li>✓ Affirm you have reviewed and understand the state-issued industry guidelines, and that you will implement them.</li> <li>✓ Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.</li> <li>✓ Train all personnel on new protocols and frequently communicate safety guidelines.</li> <li>✓ Establish a communication plan for employees, visitors, and clients with a consistent means to provide updated information.</li> <li>✓ Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means.</li> <li>✓ If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.</li> <li>✓ Conspicuously post completed safety plans on site.</li> </ul>	

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# Reopening New York



NEW YORK STATE

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### Mandatory

### Recommended Best Practices

#### Screening

- ✓ Employees who are sick should stay home or return home, if they become ill at work.
- ✓ Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 [symptoms](#) in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented.
  - Employees who present with COVID-19 symptoms should be sent home to contact their health care provider for medical assessment and COVID-19 testing. If tested positive, employee may only return completing a 14-day quarantine.
  - Employees who present with no symptoms but have tested positive in past 14 days may only return to work after completing a 14-day quarantine.
  - Employees who have had close contact with a confirmed or suspected person with COVID-19 but are not experiencing any symptoms should inform their employer and may be able to work with additional precautions, including regular monitoring for symptoms and temperature, required face covering all times, and appropriate social distancing from others.
- ✓ On-site screeners should be trained by employer-identified individuals familiar with CDC, DOH, and OSHA protocols and wear appropriate PPE, including at a minimum, a face covering.
- ✓ Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

- ✓ Perform screening remotely (e.g. by telephone or electronic survey), before reporting to the site, to the extent possible.

STAY HOME.

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SAVE LIVES.



# Reopening New York

## Non-Food Related Agriculture Guidelines for Employers and Employees



These guidelines apply to all non-food related agriculture activities in regions of New York that have been permitted to [re-open](#), as well as to non-food related agriculture activities statewide that were previously permitted to operate as essential.

During the COVID-19 public health emergency, all agriculture businesses should stay up to date with any changes to state and federal requirements related to non-food related agriculture activities and incorporate those changes into their operations. This guidance is not intended to replace any existing applicable local, state, and federal laws, regulations, and standards.

### Mandatory

### Recommended Best Practices

#### Physical Distancing

- ✓ Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance.
- ✓ Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
- ✓ For any work occurring indoors, restrict workforce presence to no more than 50% max occupancy for a particular area as set by the certificate of occupancy, excluding supervisors in this calculation, unless a facility requires more employees to safely operate core functions (e.g. equipment repair shops, storage and feed areas) and additional mitigation strategies are implemented (e.g. face coverings at all times).
- ✓ Tightly confined spaces (e.g. supply, equipment, and tack storage areas, equipment repair shops, animal care/feed areas, vehicles) should be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, keep occupancy under 50% of maximum capacity.
- ✓ Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. stables, health screening stations).
- ✓ Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- ✓ Viewing of horses and other animals for sale/breeding, lessons, and riding horses for hire must be done in an outdoor arena or area, by appointment only, and while adhering to strict social distancing of 6 ft. between customers and employees.

- ✓ Create additional space for employees by limiting in-person presence to only personnel necessary for the current task(s), adjusting workplace hours, staggering arrival/departure times, creating A/B teams, and/or scheduling only one team in an area at a time.
- ✓ Reduce bi-directional foot traffic by posting signs with arrows in narrow aisles, hallways, or spaces.
- ✓ Modify the use and/or restrict the number of work areas and employee seating areas to maintain 6 ft. distance and avoid multiple crews and/or teams working in one area. If not feasible, provide and require face coverings or enact physical barriers (e.g. plastic shielding walls), in accordance with [OSHA guidelines](#), in areas where they would not impair air flow, heating, cooling, or ventilation.
- ✓ Consider alternate approaches to facilitate the direct sale of non-food related agricultural products. Alternative options may include online ordering, or other creative purchasing solutions, with pick up at the greenhouse/nursery parking area.
- ✓ Ensure that any services requiring installations, tagging, surveying, and harvesting are made by appointment only and with minimal customer interaction.
- ✓ Conduct sales outdoors, adhering to strict social distancing of 6 ft. between customers and employees. Customers are not permitted to spend an excessive amount of time near tables or plant displays.
- ✓ Have employees work from home whenever possible.

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# Reopening New York

## Non-Food Related Agriculture Guidelines for Employers and Employees



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During the COVID-19 public health emergency, all agriculture businesses should stay up to date with any changes to state and federal requirements related to non-food related agriculture activities and incorporate those changes into their operations. This guidance is not intended to replace any existing applicable local, state, and federal laws, regulations, and standards.

	Mandatory	Recommended Best Practices
<b>Physical Distancing (cont'd)</b>	<ul style="list-style-type: none"> <li>Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.</li> </ul>	<ul style="list-style-type: none"> <li>Prohibit non-essential visitors on the site.</li> </ul>
<b>Protective Equipment</b>	<ul style="list-style-type: none"> <li>Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.</li> <li>Acceptable face coverings include but are not limited to cloth (e.g. homemade sewn, quick cut, bandana) and surgical masks, unless the nature of the work requires stricter PPE (e.g. N95 respirator, face shield).</li> <li>Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.</li> <li>Limit the sharing of objects (e.g. tools, machinery, vehicles) and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.</li> </ul>	
<b>Hygiene and Cleaning</b>	<ul style="list-style-type: none"> <li>Adhere to hygiene and sanitation requirements from the <a href="#">Centers for Disease Control and Prevention (CDC)</a> and <a href="#">Department of Health (DOH)</a> and maintain cleaning logs on site that document date, time, and scope of cleaning.</li> <li>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.</li> <li>Provide and encourage employees to use cleaning/disinfecting supplies before and after use of shared and frequently touched surfaces, followed by hand hygiene.</li> </ul>	<ul style="list-style-type: none"> <li>Wherever possible, increase ventilation of outdoor air (e.g. opening windows and doors) while maintaining safety precautions.</li> <li>Encourage employees to bring lunch from home and reserve adequate space for employees to observe social distancing while eating meals.</li> </ul>

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# Reopening New York

## Non-Food Related Agriculture Guidelines for Employers and Employees



These guidelines apply to all non-food related agriculture activities in regions of New York that have been permitted to [re-open](#), as well as to non-food related agriculture activities statewide that were previously permitted to operate as essential.

During the COVID-19 public health emergency, all agriculture businesses should stay up to date with any changes to state and federal requirements related to non-food related agriculture activities and incorporate those changes into their operations. This guidance is not intended to replace any existing applicable local, state, and federal laws, regulations, and standards.

	Mandatory	Recommended Best Practices
Hygiene and Cleaning (cont'd)	<ul style="list-style-type: none"> <li>✓ Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and more frequent cleaning and disinfection of shared objects (e.g. tools, machines, control panels, keypads) and surfaces, as well as high transit areas, such as restrooms and common areas.</li> <li>✓ Cleaning and disinfecting of the site, shared surfaces, and other areas, as well as equipment and tools, should be performed using Department of Environmental Conservation (DEC) <a href="#">products</a> identified by the Environmental Protection Agency (EPA) as effective against COVID-19.</li> <li>✓ If cleaning or disinfection products or the act of cleaning and disinfecting causes safety hazards or degrades the material or machinery, personnel should have access to a hand hygiene station between use and/or be supplied with disposable gloves.</li> <li>✓ Prohibit shared food and beverages (e.g. buffet-style meals).</li> </ul>	
Communication	<ul style="list-style-type: none"> <li>✓ Affirm you have reviewed and understand the state-issued industry guidelines, and that you will implement them.</li> <li>✓ Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.</li> <li>✓ Establish a communication plan for employees, visitors, and clients with a consistent means to provide updated information.</li> <li>✓ Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means.</li> <li>✓ Train all personnel on new protocols and frequently communicate safety guidelines.</li> <li>✓ If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.</li> <li>✓ Conspicuously post completed safety plans on site.</li> </ul>	

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# Reopening New York

## Non-Food Related Agriculture Guidelines for Employers and Employees



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	Mandatory	Recommended Best Practices
Screening	<ul style="list-style-type: none"> <li>✓ Employees who are sick should stay home or return home, if they become ill at work.</li> <li>✓ Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 <a href="#">symptoms</a> in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented. <ul style="list-style-type: none"> <li>Employees who present with COVID-19 symptoms should be sent home to contact their health care provider for medical assessment and COVID-19 testing. If tested positive, employee may only return completing a 14-day quarantine.</li> <li>Employees who present with no symptoms but have tested positive in past 14 days may only return to work after completing a 14-day quarantine.</li> <li>Employees who have had close contact with a confirmed or suspected person with COVID-19 but are not experiencing any symptoms should inform their employer and may be able to work with additional precautions, including regular monitoring for symptoms and temperature, required face covering all times, and appropriate social distancing from others.</li> </ul> </li> <li>✓ On-site screeners should be trained by employer-identified individuals familiar with CDC, DOH, and OSHA protocols and wear appropriate PPE, including at a minimum, a face covering.</li> <li>✓ Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Perform screening remotely (e.g. by telephone or electronic survey), before reporting to the site, to the extent possible.</li> </ul>



# Reopening New York

## Curbside and In-Store Pickup Retail Guidelines for Employers and Employees



NEW YORK STATE

These guidelines apply to all retail businesses providing curbside and in-store pickup, including in regions of New York that have been permitted to [re-open](#), as well as other areas throughout the state where essential retail businesses were previously permitted to operate as essential and provide curbside and in-store pickup as a component of their business or service.

During the COVID-19 public health emergency, all retail businesses should stay up to date with any changes to state and federal requirements related to retail activities and incorporate those changes into their operations. This guidance is not intended to replace any existing applicable local, state, and federal laws, regulations, and standards.

### Mandatory

#### Physical Distancing

- ✓ Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance.
- ✓ For any work occurring indoors, limit workforce presence to only the employees necessary to conduct curbside and in-store pickup activities, but no more than 50% of the maximum occupancy for a particular area set by the certificate of occupancy, inclusive of customers picking up an order who must maintain 6 ft. of space from others or wear an acceptable face covering.
- ✓ Any time personnel are less than 6 ft. apart from one another or a customer and without a physical barrier (e.g. plexiglass), personnel must wear acceptable face coverings.
- ✓ Tightly confined spaces (e.g. elevators, small stock rooms, behind cash registers, narrow merchandise aisles) should be occupied by only one individual at a time, unless all employees are wearing face coverings. If occupied by more than one person, keep occupancy under 50% of maximum capacity.
- ✓ Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas (e.g. clock in/out stations, health screening stations, cash registers).
- ✓ Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- ✓ Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

### Recommended Best Practices

- ✓ Create additional space for employees by limiting in-person presence to only personnel necessary for the current task(s), adjusting retail hours to spread employee and customer traffic over a longer period of time, staggering arrival/ departure times, creating A/B teams.
- ✓ Modify the use and/or restrict the number of workspaces and employee seating areas to maintain 6 ft. distance. If not feasible, provide and require face coverings or enact physical barriers (e.g. plastic shielding walls), in accordance with [OSHA guidelines](#), in areas where they would not impair air flow, heating, cooling, or ventilation.
- ✓ Reduce bi-directional foot traffic by posting signs with arrows in narrow aisles, hallways, or spaces.
- ✓ Stagger customer arrivals by advising pick-up time windows, and avoid direct handoffs.
- ✓ Designate and arrange customer waiting areas (e.g. lines, parking areas) to maximize social distancing, and implement a touchless delivery system whereby customers stay in the car while delivery takes place.
- ✓ Encourage customers to use touchless payment options or pay ahead.
- ✓ Prohibit non-essential visitors at the retail location.

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# Reopening New York

## Curbside and In-Store Pickup Retail Guidelines for Employers and Employees



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During the COVID-19 public health emergency, all retail businesses should stay up to date with any changes to state and federal requirements related to retail activities and incorporate those changes into their operations. This guidance is not intended to replace any existing applicable local, state, and federal laws, regulations, and standards.

	Mandatory	Recommended Best Practices
<b>Protective Equipment</b>	<ul style="list-style-type: none"> <li>✓ Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.</li> <li>✓ Acceptable face coverings include but are not limited to cloth (e.g. homemade sewn, quick cut, bandana) and surgical masks, unless the nature of the work requires stricter PPE (e.g. N95 respirator, face shield).</li> <li>✓ Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.</li> <li>✓ Limit the sharing of objects (e.g. registers) and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.</li> </ul>	
<b>Hygiene and Cleaning</b>	<ul style="list-style-type: none"> <li>✓ Adhere to hygiene and sanitation requirements from the <a href="#">Centers for Disease Control and Prevention (CDC)</a> and <a href="#">Department of Health (DOH)</a> and maintain cleaning logs on site that document date, time, and scope of cleaning.</li> <li>✓ 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.</li> <li>✓ Provide and encourage employees to use cleaning/disinfecting supplies before and after use of shared and frequently touched surfaces, followed by hand hygiene.</li> <li>✓ Ensure gloves are worn while handling any food products.</li> <li>✓ Sanitize hands before and after transferring a load (e.g. truckload) of merchandise.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Prepare a plan for receipt and resale of returned merchandise, or modify policies to ensure safety of employees and customers.</li> <li>✓ Wherever possible, increase ventilation of outdoor air (e.g. opening windows and doors) while maintaining safety precautions.</li> <li>✓ Encourage employees to bring lunch from home and reserve adequate space for employees to observe social distancing while eating meals.</li> </ul>



# Reopening New York

## Curbside and In-Store Pickup Retail Guidelines for Employers and Employees



These guidelines apply to all retail businesses providing curbside and in-store pickup, including in regions of New York that have been permitted to [re-open](#), as well as other areas throughout the state where essential retail businesses were previously permitted to operate as essential and provide curbside and in-store pickup as a component of their business or service.

During the COVID-19 public health emergency, all retail businesses should stay up to date with any changes to state and federal requirements related to retail activities and incorporate those changes into their operations. This guidance is not intended to replace any existing applicable local, state, and federal laws, regulations, and standards.

	Mandatory	Recommended Best Practices
<b>Hygiene and Cleaning (cont'd)</b>	<ul style="list-style-type: none"> <li>✓ Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and more frequent cleaning and disinfection of shared objects (e.g. registers) and surfaces, as well as high transit areas, such as payment devices, pickup areas, restrooms, common areas.</li> <li>✓ Cleaning and disinfecting of the retail location, shared surfaces, and other areas, as well as equipment, should be performed using Department of Environmental Conservation (DEC) <a href="#">products</a> identified by the Environmental Protection Agency (EPA) as effective against COVID-19.</li> <li>✓ If cleaning or disinfection products or the act of cleaning and disinfecting causes safety hazards or degrades the material or machinery, personnel should have access to a hand hygiene station between use and/or be supplied with disposable gloves.</li> <li>✓ Prohibit shared food and beverages (e.g. buffet-style meals).</li> </ul>	
<b>Communication</b>	<ul style="list-style-type: none"> <li>✓ Affirm you have reviewed and understand the state-issued industry guidelines, and that you will implement them.</li> <li>✓ Post signage inside and outside of the retail location to remind personnel and customers to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.</li> <li>✓ Train all personnel on new protocols and frequently communicate safety guidelines.</li> <li>✓ Establish a communication plan for employees, visitors, and clients with a consistent means to provide updated information.</li> <li>✓ Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding customers; and excluding deliveries that are performed with appropriate PPE or through contactless means.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use social media, verbal communication, and signs to provide customers with instructions for ordering/pickup and to encourage them to use of face coverings when 6 ft. of distance cannot be maintained, in accordance with CDC and DOH guidance.</li> </ul>





# Reopening New York

## Curbside and In-Store Pickup Retail Guidelines for Employers and Employees



NEW YORK STATE

These guidelines apply to all retail businesses providing curbside and in-store pickup, including in regions of New York that have been permitted to [re-open](#), as well as other areas throughout the state where essential retail businesses were previously permitted to operate as essential and provide curbside and in-store pickup as a component of their business or service.

During the COVID-19 public health emergency, all retail businesses should stay up to date with any changes to state and federal requirements related to retail activities and incorporate those changes into their operations. This guidance is not intended to replace any existing applicable local, state, and federal laws, regulations, and standards.

	Mandatory	Recommended Best Practices
<b>Communication (cont'd)</b>	<ul style="list-style-type: none"> <li>✓ If a worker, visitor, or customer was in close contact with others at the retail location and tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers, visitors, and/or customers (if known) who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.</li> <li>✓ Conspicuously post completed safety plans on site.</li> </ul>	
<b>Screening</b>	<ul style="list-style-type: none"> <li>✓ Employees who are sick should stay home or return home, if they become ill at work.</li> <li>✓ Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors (but not customers), asking about (1) COVID-19 <a href="#">symptoms</a> in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented.</li> </ul> <p>Employees who present with COVID-19 symptoms should be sent home to contact their health care provider for medical assessment and COVID-19 testing. If tested positive, employee may only return completing a 14-day quarantine.</p> <p>Employees who present with no symptoms but have tested positive in past 14 days may only return to work after completing a 14-day quarantine.</p>	<ul style="list-style-type: none"> <li>✓ Perform screening remotely (e.g. by telephone or electronic survey), before reporting to the retail location, to the extent possible.</li> <li>✓ Encourage – but do not require – customers to complete a health screen and provide contact information so that they can be logged and contacted for contact tracing, if necessary.</li> </ul>

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# Reopening New York



## Curbside and In-Store Pickup Retail Guidelines for Employers and Employees

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### Mandatory

### Recommended Best Practices

#### Screening (cont'd)

Employees who have had close contact with a confirmed or suspected person with COVID-19 but are not experiencing any symptoms should inform their employer and may be able to work with additional precautions, including regular monitoring for symptoms and temperature, required face covering all times, and appropriate social distancing from others.

- ✓ On-site screeners should be trained by employer-identified individuals familiar with CDC, DOH, and OSHA protocols and wear appropriate PPE, including at a minimum, a face covering.
- ✓ Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

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# Reopening New York



NEW YORK STATE

## Manufacturing Guidelines for Employers and Employees

These guidelines apply to all manufacturing businesses in regions of New York that have been permitted to [re-open](#), as well as to manufacturing businesses statewide that were previously permitted to operate as essential.

During the COVID-19 public health emergency, all manufacturing businesses should stay up to date with any changes to state and federal requirements related to manufacturing activities and incorporate those changes into their operations. This guidance is not intended to replace any existing applicable local, state, and federal laws, regulations, and standards.

	Mandatory	Recommended Best Practices
<b>Physical Distancing</b>	<ul style="list-style-type: none"> <li>✓ Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance.</li> <li>✓ Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.</li> <li>✓ For any work occurring indoors, limit workforce presence to no more than 50% of max occupancy, excluding supervisors in this calculation, unless a facility requires more employees to safely operate core functions (e.g. critical assembly line) and additional mitigation strategies are implemented (e.g. face coverings at all times).</li> <li>✓ Tightly confined spaces (e.g. elevators, control rooms) should be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, keep occupancy under 50% of maximum capacity.</li> <li>✓ Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations).</li> <li>✓ Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Create additional space for employees by limiting in-person presence to only personnel necessary for the current task(s), adjusting workplace hours, staggering arrival/departure times, creating A/B teams, and/or scheduling only one team in an area at a time.</li> <li>✓ Modify the use and/or restrict the number of workstations and employee seating areas to maintain 6 ft. distance and avoid multiple crews and/or teams working in one area. If not feasible, provide and require face coverings or enact physical barriers (e.g. plastic shielding walls), in accordance with <a href="#">OSHA guidelines</a>, in areas where they would not impair air flow, heating, cooling, or ventilation.</li> <li>✓ Reduce bi-directional foot traffic by posting signs with arrows in narrow aisles, hallways, or spaces.</li> <li>✓ Have employees work from home whenever possible.</li> <li>✓ For manufacturers supporting national defense or other critical industries, implement modularized "pods" to further limit the impact of positive cases. Maintain consistent employee composition of pods over time (e.g. stable teams to do not change to the greatest practicable extent), and limit contact across pods (e.g. separate break areas, staggered entrances/exits).</li> <li>✓ Prohibit non-essential visitors on the site.</li> </ul>

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# Reopening New York



NEW YORK STATE

## Manufacturing Guidelines for Employers and Employees

These guidelines apply to all manufacturing businesses in regions of New York that have been permitted to [re-open](#), as well as to manufacturing businesses statewide that were previously permitted to operate as essential.

During the COVID-19 public health emergency, all manufacturing businesses should stay up to date with any changes to state and federal requirements related to manufacturing activities and incorporate those changes into their operations. This guidance is not intended to replace any existing applicable local, state, and federal laws, regulations, and standards.

	Mandatory	Recommended Best Practices
<b>Physical Distancing (cont'd)</b>	<ul style="list-style-type: none"> <li>✓ Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.</li> </ul>	
<b>Protective Equipment</b>	<ul style="list-style-type: none"> <li>✓ Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.</li> <li>✓ Acceptable face coverings include but are not limited to cloth (e.g. homemade sewn, quick cut, bandana) and surgical masks, unless the nature of the work requires stricter PPE (e.g. N95 respirator, face shield).</li> <li>✓ Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.</li> <li>✓ Limit the sharing of objects (e.g. tools, machinery) and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.</li> </ul>	
<b>Hygiene and Cleaning</b>	<ul style="list-style-type: none"> <li>✓ Adhere to hygiene and sanitation requirements from the <a href="#">Centers for Disease Control and Prevention</a> (CDC) and <a href="#">Department of Health</a> (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.</li> <li>✓ 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.</li> <li>✓ Provide and encourage employees to use cleaning/disinfecting supplies before and after use of shared and frequently touched surfaces, followed by hand hygiene.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Wherever possible, increase ventilation of outdoor air (e.g. opening windows and doors) while maintaining safety precautions.</li> <li>✓ Encourage employees to bring lunch from home and reserve adequate space for employees to observe social distancing while eating meals.</li> </ul>

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# Reopening New York



NEW YORK STATE

## Manufacturing Guidelines for Employers and Employees

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### Mandatory

### Recommended Best Practices

#### Hygiene and Cleaning (cont'd)

- ✓ Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.
- ✓ Cleaning and disinfecting of the site, shared surfaces, and other areas, as well as equipment and tools, should be performed using Department of Environmental Conservation (DEC) [products](#) identified by the Environmental Protection Agency (EPA) as effective against COVID-19.
- ✓ If cleaning or disinfection products or the act of cleaning and disinfecting causes safety hazards or degrades the material or machinery, personnel should have access to a hand hygiene station between use and/or be supplied with disposable gloves.
- ✓ Prohibit shared food and beverages (e.g. buffet-style meals).

#### Communication

- ✓ Affirm you have reviewed and understand the state-issued industry guidelines, and that you will implement them.
- ✓ Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- ✓ Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.
- ✓ Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means.
- ✓ If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

STAY HOME.

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# Reopening New York



NEW YORK STATE

## Manufacturing Guidelines for Employers and Employees

These guidelines apply to all manufacturing businesses in regions of New York that have been permitted to [re-open](#), as well as to manufacturing businesses statewide that were previously permitted to operate as essential.

During the COVID-19 public health emergency, all manufacturing businesses should stay up to date with any changes to state and federal requirements related to manufacturing activities and incorporate those changes into their operations. This guidance is not intended to replace any existing applicable local, state, and federal laws, regulations, and standards.

### Mandatory

### Recommended Best Practices

#### Screening

- ✓ Employees who are sick should stay home or return home, if they become ill at work.
- ✓ Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 [symptoms](#) in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented.
  - Employees who present with COVID-19 symptoms should be sent home to contact their health care provider for medical assessment and COVID-19 testing. If tested positive, employee may only return completing a 14-day quarantine.
  - Employees who present with no symptoms but have tested positive in past 14 days may only return to work after completing a 14-day quarantine.
  - Employees who have had close contact with a confirmed or suspected person with COVID-19 but are not experiencing any symptoms should inform their employer and may be able to work with additional precautions, including regular monitoring for symptoms and temperature, required face covering all times, and appropriate social distancing from others.
- ✓ On-site screeners should be trained by employer-identified individuals familiar with CDC, DOH, and OSHA protocols and wear appropriate PPE, including at a minimum, a face covering.
- ✓ Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

- ✓ Perform screening remotely (e.g. by telephone or electronic survey), before reporting to the site, to the extent possible.

STAY HOME.

STOP THE SPREAD.

SAVE LIVES.





# Reopening New York

## Wholesale Trade Guidelines for Employers and Employees



These guidelines apply to all wholesale trade businesses in regions of New York that have been permitted to [re-open](#), as well as to wholesale trade businesses statewide that were previously permitted to operate as essential.

During the COVID-19 public health emergency, all wholesale trade businesses should stay up to date with any changes to state and federal requirements related to wholesale trade activities and incorporate those changes into their operations. This guidance is not intended to replace any existing applicable local, state, and federal laws, regulations, and standards.

### Mandatory

### Recommended Best Practices

#### Physical Distancing

- ✓ Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance.
- ✓ Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
- ✓ For any work occurring indoors, restrict workforce presence to no more than 50% max occupancy for a particular area as set by the certificate of occupancy, excluding supervisors in this calculation, unless a facility requires more employees to safely operate core functions (e.g. supplying critical goods) and additional mitigation strategies are implemented (e.g. face coverings at all times).
- ✓ Tightly confined spaces (e.g. elevators, commercial refrigerators/freezers) should be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, keep occupancy under 50% of maximum capacity.
- ✓ Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations).
- ✓ Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- ✓ Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

- ✓ Create additional space for employees by limiting in-person presence to only personnel necessary for the current task(s), adjusting workplace hours, staggering arrival/departure times, creating A/B teams, and/or scheduling only one team in an area at a time.
- ✓ Modify the use and/or restrict the number of work spaces and employee seating areas to maintain 6 ft. distance and avoid multiple crews and/or teams working in one area. If not feasible, provide and require face coverings or enact physical barriers (e.g. plastic shielding walls), in accordance with [OSHA guidelines](#), in areas where they would not impair air flow, heating, cooling, or ventilation.
- ✓ Segment and batch activities, where possible, to reduce the number of hands touching products at the same time. Have one employee do all of the packing, another employee shrink wrap and seal boxes, and a separate employee load the truck.
- ✓ Reduce bi-directional foot traffic by posting signs with arrows in narrow aisles, hallways, or spaces.
- ✓ Implement a no walk-in policy and instruct retailers to place orders online or via phone. Conduct product inspection remotely, using video technology.
- ✓ Have employees work from home whenever possible.
- ✓ Prohibit non-essential visitors on the site.

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	Mandatory	Recommended Best Practices
<b>Protective Equipment</b>	<ul style="list-style-type: none"> <li>✓ Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.</li> <li>✓ Acceptable face coverings include but are not limited to cloth (e.g. homemade sewn, quick cut, bandana) and surgical masks, unless the nature of the work requires stricter PPE (e.g. N95 respirator, face shield).</li> <li>✓ Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.</li> <li>✓ If product inspection is needed, all parties must wear cloth masks and gloves to inspect and touch merchandise, as well as sanitize their hands before and after inspection.</li> <li>✓ Limit the sharing of objects (e.g. forklifts, ordering devices) and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.</li> </ul>	
<b>Hygiene and Cleaning</b>	<ul style="list-style-type: none"> <li>✓ Adhere to hygiene and sanitation requirements from the <a href="#">Centers for Disease Control and Prevention</a> (CDC) and <a href="#">Department of Health</a> (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.</li> <li>✓ 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.</li> <li>✓ Provide and encourage employees to use cleaning/disinfecting supplies before and after use of shared and frequently touched surfaces, followed by hand hygiene.</li> <li>✓ Sanitize hands before and after transferring a load (e.g. truckload) of merchandise.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Wherever possible, increase ventilation of outdoor air (e.g. opening windows and doors) while maintaining safety precautions.</li> <li>✓ Encourage employees to bring lunch from home and reserve adequate space for employees to observe social distancing while eating meals.</li> </ul>

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	Mandatory	Recommended Best Practices
<b>Hygiene and Cleaning (cont'd)</b>	<ul style="list-style-type: none"> <li>✓ Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and more frequent cleaning and disinfection of shared objects (e.g. forklifts, ordering devices) and surfaces, as well as high transit areas, such as restrooms and common areas should occur.</li> <li>✓ Cleaning and disinfecting of the site, shared surfaces, and other areas, as well as equipment and tools, should be performed using Department of Environmental Conservation (DEC) <a href="#">products</a> identified by the Environmental Protection Agency (EPA) as effective against COVID-19.</li> <li>✓ If cleaning or disinfection products or the act of cleaning and disinfecting causes safety hazards or degrades the material or machinery, personnel should have access to a hand hygiene station between use and/or be supplied with disposable gloves.</li> <li>✓ Prohibit shared food and beverages (e.g. buffet-style meals).</li> </ul>	
<b>Communication</b>	<ul style="list-style-type: none"> <li>✓ Affirm you have reviewed and understand the state-issued industry guidelines, and that you will implement them.</li> <li>✓ Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.</li> <li>✓ Train all personnel on new protocols and frequently communicate safety guidelines.</li> <li>✓ Establish a communication plan for employees, visitors, and clients with a consistent means to provide updated information.</li> <li>✓ Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means.</li> </ul>	

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	Mandatory	Recommended Best Practices
<b>Communication (cont'd)</b>	<ul style="list-style-type: none"> <li>✓ If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.</li> <li>✓ Conspicuously post completed safety plans on site.</li> </ul>	
<b>Screening</b>	<ul style="list-style-type: none"> <li>✓ Employees who are sick should stay home or return home, if they become ill at work.</li> <li>✓ Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day for (1) COVID-19 <a href="#">symptoms</a> in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented.</li> </ul> <p>Employees who present with COVID-19 symptoms should be sent home to contact their health care provider for medical assessment and COVID-19 testing. If tested positive, employee may only return completing a 14-day quarantine.</p> <p>Employees who present with no symptoms but have tested positive in past 14 days may only return to work after completing a 14-day quarantine.</p>	<ul style="list-style-type: none"> <li>✓ Perform screening remotely (e.g. by telephone or electronic survey), before reporting to the site, to the extent possible.</li> </ul>

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### Mandatory

### Recommended Best Practices

#### Screening (cont'd)

Employees who have had close contact with a confirmed or suspected person with COVID-19 but are not experiencing any symptoms should inform their employer and may be able to work with additional precautions, including regular monitoring for symptoms and temperature, required face covering all times, and appropriate social distancing from others.

- ✓ On-site screeners should be trained by employer-identified individuals familiar with CDC, DOH, and OSHA protocols and wear appropriate PPE, including at a minimum, a face covering.
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## Phase 2

For the Village:

- Construction projects continue such as the boathouse, Franny Reese Park, Bain Park, and the Route 9D pedestrian maintenance.
- Non-restaurant and eatery businesses.
- The Wappingers Falls Business & Professionals Association (WFBPA), will help with the reorganization and process of opening the Village safely.

The following page shows guidelines supplied by the Center for Disease Control and Prevention (CDC) CDC Small Business Guidelines

# Prepare your Small Business and Employees for the Effects of COVID-19

During an infectious disease outbreak, such as the current outbreak of COVID-19, small business owners must prepare for disruption in their business as well as prepare to protect their employees' health and safety in the workplace.

These steps are recommended to protect employees and prepare your business for disruption:

**Coronavirus disease 2019 (COVID-19)** is a respiratory illness that can spread from person to person. It spreads between people who are in close contact with one another (within about 6 feet) and through respiratory droplets produced when an infected person coughs or sneezes. Symptoms (<https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>) can include fever, cough, or difficulty breathing, which may appear 2-14 days after exposure.

**Identify a workplace coordinator** who will be responsible for COVID-19 issues and their impact at the workplace.

**Examine policies for leave, telework, and employee compensation.**

- Leave policies should be flexible and non-punitive, and allow sick employees to stay home and away from co-workers. Leave policies should also account for employees who need to stay home with their children if there are school or childcare closures, or to care for sick family members.
- When possible, use flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts) to help establish policies and practices for social distancing (maintaining distance of approximately 6 feet or 2 meters) between employees and others, especially if social distancing is recommended by state and local health authorities

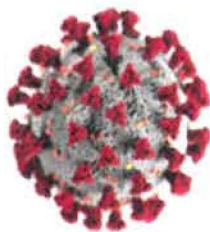
**Review your leave policies with all employees** and provide information about available employee assistance services. Share information on steps they can take to protect themselves at work and at home, and any available.

**Identify essential employees and business functions, and other critical inputs** such as raw materials, suppliers, subcontractor services/products, and logistics required to maintain business operations. Explore ways you can continue business operations if there are disruptions.

**Prepare business continuity plans** for significant absenteeism, supply chain disruptions, or changes in the way you need to conduct business

**Establish an emergency communications plan.** Identify key contacts (with back-ups), chain of communications (including suppliers and customers), and processes for tracking and communicating about business and employee status

**Share your response plans with employees and clearly communicate expectations.** It is important to let employees know plans and expectations if COVID-19 occurs in communities where you have a workplace.



## Top 10 Tips to Protect Employees' Health

Healthy employees are crucial to your business. Here are 10 ways to help them stay healthy.

- **Actively encourage sick employees to stay home.** Develop policies that encourage sick employees to stay at home without fear of reprisals, and ensure employees are aware of these policies



- **Have conversations with employees about their concerns.** Some employees may be at higher risk for severe illness, such as older adults (<https://www.cdc.gov/coronavirus/2019-ncov/need-to-stay-at-home/special-risk-adults.html>) and those with chronic medical conditions.



- **Develop other flexible policies for scheduling and telework (if feasible) and create leave policies** to allow employees to stay home to care for sick family members or care for children if schools and childcare close.



- **Talk with companies that provide your business with contract or temporary employees about their plans.** Discuss the importance of sick employees staying home and encourage them to develop non-punitive "emergency sick leave" policies.



- **Promote etiquette for coughing and sneezing** ([https://www.cdc.gov/healthcommunication/materials/publications/sneezing\\_sneezehelp.html](https://www.cdc.gov/healthcommunication/materials/publications/sneezing_sneezehelp.html)) and handwashing (<https://www.cdc.gov/handwashing/index.html>). Provide tissues, no-touch trash cans, soap and water, and hand sanitizer with at least 60% alcohol



- **Plan to implement practices to minimize face-to-face contact between employees if social distancing is recommended by your state or local health departments.** Actively encourage flexible work arrangements such as teleworking or staggered shifts.



- **Perform routine environmental cleaning.** Routinely clean and disinfect all frequently touched surfaces, such as workstations, countertops, handrails, and door knobs. Discourage sharing of tools and equipment, if feasible



- **Consider the need for travel and explore alternatives.** Check CDC's Travelers' Health (<https://www.cdc.gov/travel/>) for the latest guidance and recommendations. Consider using teleconferencing and video conferencing for meetings, when possible



- **Provide education and training materials** in an easy to understand format and in the appropriate language and literacy level for all employees, like fact sheets and posters (<https://www.cdc.gov/coronavirus/2019-ncov/community/prepare-workplace/index.html>)



- **If an employee becomes sick while at work,** they should be separated from other employees, customers, and visitors and sent home immediately. Follow CDC guidelines for cleaning and disinfecting (<https://www.cdc.gov/coronavirus/2019-ncov/community/prepare-workplace/cleaning-disinfection.html>) areas the sick employee visited.



For more tips and information see the CDC Interim Guidance for Businesses and Employers (<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>) and the OSHA Guidance for Preparing Workplaces for COVID-19 (<https://www.osha.gov/Publications/OSHA3399.pdf>)



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

### Phase 3

For the Village:

- Eateries (See Appendix)
- The Village Board is seeing options in which Village properties such as parks could be used as outdoor food courts that would allow restaurants to service customers while encouraging safe distances.
- Roads and/or street side dining set ups cannot be used as alternative eating areas as Dutchess County has explained that it may create an invitation for large gatherings that these guidelines are meant to deter.

## RESTAURANTS AND BARS DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist businesses in the food service industry, such as restaurants and bars, in making (re)opening decisions during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

#### Should you consider opening?

- ✓ Will reopening be consistent with applicable state and local orders?
- ✓ Are you ready to protect employees at **higher risk** for severe illness?

ANY  
NO



ALL  
YES

#### Are recommended health and safety actions in place?

- ✓ Promote **healthy hygiene practices** such as **hand washing** and **employees wearing a cloth face covering**, as feasible
- ✓ Intensify **cleaning, sanitization, disinfection**, and ventilation
- ✓ Encourage **social distancing** and enhance spacing at establishments including by encouraging drive-through, delivery, curbside pick up, spacing of tables/stools, limiting party sizes and occupancy, avoiding self-serve stations, restricting employee shared spaces, rotating or staggering shifts, if feasible
- ✓ Train all employees on health and safety protocols

ANY  
NO



ALL  
YES

#### Is ongoing monitoring in place?

- ✓ Develop and implement procedures to check for **signs and symptoms** of employees daily upon arrival, as feasible
- ✓ Encourage anyone who is sick to **stay home**
- ✓ Plan for if an employee gets sick
- ✓ Regularly communicate and monitor developments with local authorities and employees
- ✓ Monitor employee absences and have flexible leave policies and practices
- ✓ Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area

ANY  
NO



ALL  
YES



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

## **Phase 4**

Attractions like cinemas and theaters:

For the Village

- County Players theatre - The Village has considered sharing resources and public properties for special events and performances that encourage social distancing.
- Places of Worship - No more than 10 individuals may congregate at any house of worship event or ceremony. We understand this number is not ideal for many of the Village's places of worship to hold their normal events, we hope it allows more personnel to aid in holding these events in alternative ways. One such alternative method may be to hold services in the parking lot where individuals do not get out of their vehicle.
- Summer Camp - The Village Recreation Committee met, current facilities in Wappingers Falls do not have the resources to operate a children's summer camp under these conditions. Variables such as safe environments and the ability to sanitize children and equipment frequently go beyond the capacity that Village Rec can accommodate. Like many other municipalities we will unfortunately have to forego having Summer Camp this year.



For more information for community and faith based organizations, please visit:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community-mitigation-strategy.pdf>



## Appendix 1: Restaurants

For purposes of this discussion, the following types of restaurant establishments exist in the Village.

1. Plaza restaurants on Route 9 or 9D and have a common building or site with a common parking lot
2. Village Center Restaurants which are frequently attached to other buildings and do not have access to separate private parking facilities and/or private property
3. Restaurants with their own private parking lot and/or access to privately owned property

### Plaza

#### *1582 Route 9*

- Saigon Pho
- Los Hornitos
- Nonna's Pizza
- Cousin Ale Works
- Tony's Gyro
- First Wok
- Dunkin Donuts

#### *1659-1671 Route 9*

- Gino's
- Dumpling Palace
- Chopsticks
- Bagel World
- Jade Palace Chinese
- Scratch Billiards

#### *1571 Route 9*

- Smoothie King
- Mexicali Blue
- Giacomo's Pizza

### Village Center

- Eddie's Gourmet Pizza
- Wagon Wheel Pizza
- County Fare
- Vinyl Room
- Pacini's Pizza
- Mamma Musetti's Pizza
- Café Con Leche
- Chubby's Deli
- Daniel's Deli
- Tung Ying
- De Vine

### Other

- Wendy's
- Bella Italia
- Starbucks
- Dairy Queen
- AJ's Café
- Perkins
- MacDonald's
- Double O
- Planet Wings
- Outback Steakhouse
- Longobardi's
- Café Maya