



INTERIM GUIDANCE FOR NEW YORK CITY INDOOR FOOD SERVICES DURING THE COVID-19 PUBLIC HEALTH EMERGENCY

When you have read this document, you can affirm at the bottom.

As of June 9, 2021

Pursuant to [Executive Order 202.61](#), indoor food services in New York City may resume beginning Wednesday, September 30, 2020 in accordance with this interim guidance.

Purpose

This Interim Guidance for New York City Indoor Food Services during the COVID-19 Public Health Emergency (“Interim COVID-19 Guidance for Indoor Food Services in New York City”) was created to provide owners/operators of food service businesses in the New York City region and their employees, contractors, and patrons with precautions to help protect against the spread of COVID-19.

This guidance will apply to indoor food service and dining in restaurants, establishments and other food vendors and concessions in New York City. Once effective, food services establishments in New York City may open indoor spaces with seating for customers in accordance with this guidance. Establishments with bar seating can open the area for customers.

Owners and operators of New York City food service establishments are authorized to require masks and six feet of social distancing for employees and/or patrons within their establishment, or adhere to the State’s [implementation](#) of the Centers for Disease Control and Prevention (CDC) [guidance](#). If choosing to adhere to the CDC guidance, food service establishments generally do not congregate patrons and/or operate above the State’s social gathering limits – except for in-person and catered events which may congregate patrons and operate above the State’s social gathering limits – and must follow the applicable provisions for capacity, distancing, and masks, as set forth in the State’s [guidance](#).

These guidelines are minimum requirements only and any owner/operator is free to provide additional precautions or increased restrictions. These guidelines are based on the best-known public health practices at the time of publication, and the documentation upon which these guidelines are based can and does change frequently. The Responsible Parties – as defined below – are accountable for adhering to all local, state and federal requirements relative to food services. The Responsible Parties should also consult relevant CDC guidance, such as, for events above the social gathering limit, “[Guidance for Organizing Large Events and Gatherings](#).” The Responsible Parties are also accountable for staying current with any updates to these requirements, as well as incorporating same into any food service operations and/or Site Safety Plan.

The [CDC](#), [U.S. Food and Drug Administration](#), and [United States Department of Labor’s Occupational Safety and Health Administration](#) are not aware of any reports that suggest that COVID19 can be transmitted through food. Therefore, adherence to NYS Sanitary Codes for food service establishments along with additional requirements identified as part of these guidelines are expected to be sufficiently protective against COVID-19.

Background

On March 7, 2020, Governor Andrew M. Cuomo issued [Executive Order 202](#), declaring a state disaster in response to the COVID-19 public health emergency. Since May 15, 2020, New York State has developed and deployed a phased economic reopening strategy based on science and data, which has allowed specific industries to safely resume or increase activities and operations while protecting public health during the COVID-19 pandemic.

In addition to the following standards, businesses must continue to comply with the guidance and directives for maintaining clean and safe work environments issued by the New York State Department of Health (DOH).

Please note that where guidance in this document differs from other guidance documents issued by New York State, the more recent guidance shall apply.

Standards for Responsible Indoor Food Services in New York City

No indoor food service operation can occur in New York City without meeting the following minimum State standards, as well as applicable federal requirements, including but not limited to such minimum standards of the Americans with Disabilities Act (ADA), CDC, Environmental Protection Agency (EPA), and United States Department of Labor's Occupational Safety and Health Administration (OSHA).

The State standards contained within this guidance apply to all indoor food services in operation in New York City during the COVID-19 public health emergency until rescinded or amended by the State. The owner/operator of the food service site, or another party as may be designated by the operator (in either case, "the Responsible Parties"), shall be responsible for meeting these standards. As [announced](#) by Governor Cuomo on June 7, 2021, most of the remaining COVID-19 restrictions will be lifted once 70 percent of New Yorkers aged 18 or older have received the first dose of their COVID-19 vaccination series. The State's *New York Forward* industry specific guidelines — including capacity restrictions, social distancing, cleaning and disinfection, health screening, and contact information for tracing — will become optional for food services. However, unvaccinated individuals will still be responsible for maintaining proper social distancing of six feet and wearing a mask as per federal CDC guidance referenced above. Consistent with the State's [implementation](#) of the recent CDC [guidance](#), masks will still be required for unvaccinated individuals. Large-scale event venues – defined as indoor venues of greater than 1,500 attendees and outdoor venues of greater than 2,500 attendees – as well as Pre-K to 12 schools, public transit, homeless shelters, correctional facilities, nursing homes and health care settings will be exempt from the restriction lift. In those settings, New York State's existing COVID-19 health protocols will remain in effect.

The following guidance is organized around three distinct categories: people, places, and processes.

I. PEOPLE

A. Physical Distancing

- Responsible Parties must ensure that capacity is limited by the space available for employees and patrons to maintain the required social distance as set forth by the State's [guidance](#), consistent with the CDC's guidelines for fully vaccinated individuals.
 - Full vaccination status is defined as having completed the COVID-19 vaccination series of a Food and Drug Administration (FDA) or DOH authorized vaccine at least 14 days prior to the date of the event.

- In accordance with the State’s guidance, Responsible Parties may allow fully vaccinated employees and patrons to be spaced at full capacity without six feet distancing within either the entire establishment or a separate, designated part of the establishment, provided that all individuals are fully vaccinated.
- Responsible Parties must abide by the face covering requirements for employees and patrons as set forth by the State’s guidance, consistent with the CDC’s guidelines for fully vaccinated individuals.
 - Per Executive Order 202.34, as extended, Responsible Parties may deny admittance to individuals who fail to wear face coverings.
 - Any face covering requirement must be applied in a manner consistent with the federal Americans with Disabilities Act (ADA) and New York State and City Human Rights Laws, as applicable.
- Responsible Parties may accept proof of vaccination status through paper form, digital application, or the State’s Excelsior Pass, which provides secure, digital proof of vaccination status, as well as recent negative diagnostic COVID-19 test results.
- Responsible Parties should ensure that a distance of at least six feet is maintained between all employees and patrons at all times in locations where vaccination status is unknown or in unvaccinated sections (e.g., common areas), unless safety or the core activity requires a shorter distance.
 - Responsible Parties may eliminate social distancing requirements for employees and/or patrons if such individuals present proof of full vaccination status. Proof of full vaccination status – as defined as having completed the COVID-19 vaccination series of an FDA or DOH authorized vaccine at least 14 days prior to the date of the event - can be provided by patrons through paper form, digital application, or the State’s Excelsior Pass. For settings that do not typically congregate patrons and/or operate below the social gathering limit, Responsible Parties can also rely on self-reporting (e.g., honor system).
- Responsible Parties must ensure that a distance of at least six feet is maintained between employees and patrons, except for members of the same immediate party/household/family, at all times, unless safety or the core activity requires a shorter distance; or individuals are fully vaccinated as set forth by the State’s guidance, consistent with the CDC’s guidelines.
- **For Responsible Parties who are not adhering to the State’s implementation of the CDC guidance for fully vaccinated individuals, the following provisions requiring masks and six feet of social distancing for employees and/or patrons continue to apply:**
 - Responsible Parties must ensure that indoor capacity is limited to the space available for employees and patrons to maintain six feet of distancing.
 - Responsible Parties must only permit patrons to dine indoors if one person from each party signs-in before or immediately upon entering the food services establishment, providing the full name, address, and phone number or e-mail address for use in contact tracing efforts.
 - The sign-in process may be conducted through any means that the Responsible Parties establish to collect the above contact information, including but not limited to a digital application and/or paper form.
 - Responsible Parties must maintain a record of the aforementioned sign-in data for a minimum period of 28 days and make such data available to state and local health departments upon request.
 - Responsible Parties should ensure that a distance of at least six feet is maintained among workers at all times, unless the core activity requires a shorter distance (e.g., cooking, cleaning,

clearing tables, maintenance). Regardless of physical distance, Responsible Parties must ensure all employees wear an acceptable face covering at all times.

- Patrons must also wear face coverings at all times, except while seated; provided, however, that the patron is over the age of two and able to medically tolerate such covering.
 - Acceptable face coverings for COVID-19 include but are not limited to cloth-based face coverings and disposable masks that cover both the mouth and nose.
 - However, cloth, disposable, or other homemade face coverings are not acceptable face coverings for workplace activities that typically require a higher degree of protection for personal protective equipment (PPE) due to the nature of the work. For those activities, N95 respirators or PPE used under existing industry standards should continue to be used, as is defined in accordance with [OSHA guidelines](#).
- Responsible Parties must ensure that indoor tables with seating for customers are separated by a minimum of six feet in all directions. Wherever distancing is not feasible between tables, Responsible Parties must install physical barriers between such tables. The physical barriers must be at least five feet in height and must not block emergency and/or fire exits.
- Individuals seated at a table must be members of the same party but may be from different households. Further, individuals who are members of the same party may arrive, be seated, and depart at different times so long as their interactions remain limited to only other party members.
- Communal tables in which multiple parties are seated at the same large table are only permitted if a distance of at least six feet can be maintained between the parties.
- Responsible Parties may allow customers to sit and be served at bar areas, provided a distance of at least six feet can be maintained between parties (i.e., groups of patrons). Responsible Parties must ensure that bar area staff keep a distance of at least six feet between each other and/or customers, when possible.
- Responsible Parties offering restroom access to customers must promote social distancing within and while waiting for restrooms.
- Responsible Parties may modify the use and/or restrict the number of work stations and employee seating areas, so that employees are at least six feet apart in all directions (e.g., side-to-side and when facing one another) and are not sharing areas without cleaning and disinfection between use. When distancing is not feasible (e.g., pick-up stations, cash registers), Responsible Parties may install physical barriers (e.g., plastic shielding walls) in areas where they would not affect air flow, heating, cooling, or ventilation) and must not block emergency and/or fire exits.
 - If used, physical barriers should be put in place in accordance with [OSHA guidelines](#).
 - Physical barrier options may include strip curtains, plexiglass or similar materials, or other impermeable dividers or partitions.
- Responsible Parties should ensure occupancy of small spaces (e.g., freezers or storage rooms) never exceeds capacity required to maintain social distancing, unless all employees in such space at the same time are wearing acceptable face coverings or are fully vaccinated. Responsible Parties should increase ventilation with outdoor air to the greatest extent possible (e.g., opening windows and doors to kitchen), while maintaining safety protocols.
- Responsible Parties should put in place measures to reduce bi-directional foot traffic, for example, by using tape or signs with arrows in narrow aisles, hallways, or spaces, and post signage and distance

markers denoting spaces of six feet in all commonly used areas and any areas in which lines are commonly formed or people may congregate (e.g., clock in/out stations, health screening stations, breakrooms).

- Responsible Parties must clearly signal six foot spacing in:
 - Any lines for customers waiting to order, pick up food, be seated, or use the restroom (e.g., by using tape or other equally effective means); and
 - Any pick-up or payment location (e.g., counter, table, register).
- Responsible Parties must designate entrances/exits for customers and separate entrances/exits for employees, where possible.
- Responsible Parties should encourage customers to wait in their car or outside at an appropriate social distance until food is ready to be picked up or they are ready to be seated.
- Responsible Parties should encourage customers to place remote orders online or by phone.
- Where possible, Responsible Parties should allow for contactless order, payment, delivery, and pick-up and/or implement curbside pick-up.
 - When contactless payment is not feasible, Responsible Parties should minimize the use of billfolds and present paper receipts only.
- Responsible Parties should consider allowing customers that will be seated to order ahead of time to limit the amount of time spent in the establishment.
- Responsible Parties must post signs throughout the site, consistent with DOH COVID-19 signage. Responsible Parties can develop their own customized signage specific to their workplace or setting, provided that such signage is consistent with the Department's signage. Signage must be used to remind employees and patrons to:
 - Stay home if sick.
 - Cover their nose and mouth with a face covering, , as set forth by the State's guidance, consistent with the CDC's guidelines.
 - Properly store and, when necessary, discard PPE.
 - Adhere to social distancing instructions, as set forth by the State's guidance, consistent with the CDC's guidelines.
 - Report symptoms of or exposure to COVID-19, and how they should do so.
 - Follow hand hygiene and cleaning and disinfection guidelines.
 - Follow appropriate respiratory hygiene and cough etiquette.

B. Gatherings in Enclosed Spaces

- Responsible Parties must limit in-person employee gatherings (e.g., staff meetings) to the greatest extent possible and use other methods such as video or teleconferencing whenever possible, per CDC guidance "[Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 \(COVID-19\)](#)". When videoconferencing or teleconferencing is not possible, Responsible Parties should hold meetings in open, well-ventilated spaces and ensure that individuals maintain six feet of social distance between one another (e.g., if there are chairs, leave space between chairs, have employees sit in alternating chairs).

- Responsible Parties should encourage social distancing by limiting occupancy or closing non-essential employee amenities and communal areas that do not allow for appropriate social distancing. If open, Responsible Parties must make hand sanitizer or disinfecting wipes available near such amenities (e.g., vending machines, communal coffee stations).
- Responsible Parties should put in place practices for adequate social distancing in small areas, such as restrooms and breakrooms, and should develop signage and systems (e.g., flagging when occupied) to restrict occupancy when social distancing cannot be maintained in such areas; and
- Responsible Parties should stagger schedules for their employees to observe social distancing (i.e., six feet of space) during, for example, breaks, meals, shift starts/stops.

C. Workplace Activity

- Responsible Parties must take measures to reduce interpersonal contact and congregation, through methods such as:
 - Adjusting workplace hours;
 - reducing on-site workforce to accommodate social distancing guidelines;
 - shifting design (e.g., A/B teams, staggered arrival/departure times);
 - prioritizing tasks that allow for social distancing over those that do not;
 - avoiding multiple crews and/or teams working in one area by staggering scheduled tasks and using signs to indicate occupied areas; and/or
 - segmenting and batching activities, where possible, so individuals can adhere to social distancing and reduce the number of hands touching equipment at the same time.
- Where practicable, Responsible Parties should discourage food preparation employees from changing or entering others' workstations during shifts, unless they are appropriately cleaned and/or disinfected, as appropriate.
- Responsible Parties should designate discrete work zones for servers, where possible. Servers should serve specific zones in the restaurant to minimize overlap.
- Responsible Parties should encourage customer reservations for seating, where practicable, to reduce the congregation of patrons waiting to be seated and served.
 - Responsible Parties must not provide customers with devices (e.g., buzzers) to provide alerts that seating or an order is available, unless such devices are thoroughly cleaned and disinfected between each use.
 - Responsible Parties are encouraged to use audio announcements, text messages, or notices on screens to communicate with customers awaiting an order or seating.
- Responsible Parties may open buffets. If buffets are self-serve, Responsible Parties must ensure that there is an attendant or staff in the vicinity of the buffet to ensure that customers are complying with the requirements of this guidance, particularly if patrons are unvaccinated or have an unknown vaccination status.

D. Movement and Commerce

- Responsible Parties must strictly monitor and control the flow of traffic into and within the food services establishment to ensure adherence to maximum capacity and social distancing requirements.
- Responsible Parties must establish designated areas for vendor pickups and/or deliveries, limiting contact to the extent possible.
- Responsible Parties should limit on-site interactions (e.g., designate an egress for workers leaving their shifts and a separate ingress for workers starting their shifts) and movements (e.g., employees should remain near their workstations as often as possible).
- For vendors that need to come on premises, Responsible Parties should ensure a one-at-a-time process, in which only one vendor delivers a product at a time, employees clean and disinfect high touch surfaces, and the next vendor can enter the premises.
- Where practicable, Responsible Parties should limit the numbers of entrances in order to (1) manage the flow of traffic into the building and (2) facilitate health screenings, as described below while remaining in compliance with fire safety and other applicable regulations.
- Responsible Parties must develop a plan for people to maintain six feet of social distance while queuing inside or outside of the establishment for screening, as applicable.

E. In-Person and Catered Events

- Responsible Parties in New York City, including event venue and facility owners and/or operators, and event organizers (i.e., planners and producers), must comply with additional requirements for events that involve the gathering of attendees – above the State’s social gathering limit – for an event, which may feature the preparation and service of food and/or beverage for parties, including but not limited to wedding receptions, celebrations, and similar private venue events, such as meetings and conferences. Effective May 3, 2021, residential events may be held above the State's residential gathering limit so long as the event is staffed and serviced by a professional, licensed caterer, the event is permitted by the respective locality or municipality, and the event strictly adheres to applicable health protocols contained within this guidance and section.
 - As of June 9, 2021, the State’s social gathering limit is 250 or fewer people in indoor non-residential settings and 500 or fewer people in outdoor non-residential settings.
 - Responsible Parties must maintain sufficient employee or event staff (e.g., security) presence to ensure compliance with these health and safety requirements, including limiting capacity, prohibiting unnecessary congregations, and managing movement and traffic.
- Capacity: Responsible Parties must limit capacity of in-person and catered events to ensure the required social distancing (i.e., no distancing for fully vaccinated individuals and 6 feet of distancing for unvaccinated individuals), exclusive of employees and event staff.
 - Responsible Parties may have more than one event (i.e., gathering) on the same premises at the same time so long as each event is separate and distinguishable. Each event must be held in different areas on the premises (e.g., indoor vs. outdoor spaces, separate rooms). Attendees from separate events shall not share any spaces or rooms, use the same entrances/exits at the same time, or otherwise engage in in-person interaction or come into contact with each other. Restroom capacity must be limited to avoid congregation of attendees, who must wear face coverings and maintain social distance within, and while waiting for, restrooms.
 - Any concurrent events on the same premises that share attendees or a common purpose are prohibited. However, an on-premises restaurant dining room or area that serves patrons in

parties who are unassociated with the event attendees may continue to serve such patrons within the designated area so long as they are separated from the event spaces or rooms.

- Local Health Department Notice: Responsible Parties must notify their respective county health department or local public health authority if they plan to host in-person and catered events above the State's maximum social gathering limit, which is 250 people indoors and 500 people outdoors, as of June 9, 2021.
 - For each event above the social gathering limit, Responsible Parties must submit event details to the local health authority, at least 5 days in advance of the event date, and such details shall include but not be limited to the (1) Responsible Parties' contact information, (2) event name or function, (3) event address, (4) event date and time, (5) event duration (including loading and unloading times), (6) expected number of event attendees, (7) expected number of event staff, and (8) location on premises (e.g., indoor, outdoor) indicated by description and/or on event floor plan.
 - Events may be subject to inspection by local health authorities to ensure compliance with all provisions of the guidance.
- Contact Information for Tracing: For any event conducted pursuant to this section of the guidance (i.e., above the social gathering limit), Responsible Parties must require at least one attendee from each party/household/family in attendance to sign-in before or immediately upon arrival to the event, providing their name, address, and email or phone number for use in potential contact tracing efforts, if necessary.
 - The sign-in process may be conducted through any means that the Responsible Parties establish to collect the above contact information, including but not limited to a digital application and/or paper form.
 - Responsible Parties must maintain a record of the aforementioned sign-in data for a minimum period of 28 days and make such data available to State and local health authorities upon request. Responsible Parties do not need to retain individual proof of recent negative diagnostic test result or proof of full vaccination for COVID-19.
- Screening Testing: For any event conducted pursuant to this section of the guidance (i.e., above the social gathering limit), Responsible Parties must require and ensure that all attendees over the age of four have received a negative diagnostic test result for COVID-19 using a Food and Drug Administration (FDA) or DOH authorized polymerase chain reaction (PCR) or other nucleic acid amplification test (NAATs) of comparable analytical sensitivity performance that was performed on a specimen (e.g., swab) collected within 72 hours of the event start time. Responsible Parties may also accept negative test results for COVID-19 from an FDA authorized antigen test performed on a specimen collected within 6 hours of the event start time. All attendees must present proof of the negative diagnostic test result (e.g., mobile application, paper form) to designated employees or event staff prior to, or immediately upon, arrival to the event. (Note: This testing requirement applies specifically to indoor events above the social gathering limit; however, proof of full vaccination status requirement is applicable to both indoor and outdoor events above the social gathering limit where Responsible Parties are seeking to eliminate social distancing and remove mask requirements based on full vaccination status.)
 - Responsible Parties may offer to perform FDA-authorized antigen testing for attendees to obtain test results of specimens collected within 6 hours of the event on premises; provided, however, such antigen testing must meet all requirements and standards set forth by DOH, including timely and complete reporting of results to the Department's Electronic Clinical Laboratory Reporting System (ECLRS).
 - To minimize potential exposure while waiting for PCR, NAAT, or antigen test results, individuals should monitor for symptoms of COVID-19, wear a face covering when in public,

- maintain social distancing, and should avoid extended periods in public, contact with strangers, and large congregate settings.
- Alternatively, attendees may provide proof of having completed the COVID-19 vaccination series at least 14 days prior to the date of the event.
 - Full vaccination status is defined as having completed the COVID-19 vaccination series of an FDA or DOH authorized vaccine at least 14 days prior to the date of the event.
 - Responsible Parties may accept proof of vaccination status through paper form, digital application, or the State's Excelsior Pass, which provides secure, digital proof of vaccination status – but cannot rely upon self-reporting (e.g., honor system) since these events are above the social gathering limit, as outlined in the State's guidance.
 - Children under the age of 12 who are not yet vaccine eligible, and under the age of 16 who have not yet been vaccinated, may accompany and be seated with a vaccinated adult in a fully vaccinated section.
 - Employees and event staff must also be tested for COVID-19 through a diagnostic test prior to events, and must be tested biweekly – every other week – thereafter for as long as they are actively engaged in hosting events and interacting in close contact with attendees. Alternatively, employees and event staff may provide proof of having completed the COVID-19 vaccination series at least 14 days prior to the date of event(s).
 - Any attendee who fails to present a negative diagnostic test result or proof of immunization, as described above, must be denied entry to the event.
 - Health Screening: Responsible Parties must implement mandatory health screening for employees, event staff, and attendees prior to the event. Health screenings may be performed via signage, at point of entry, by e-mail/website, by telephone, or by electronic survey before individuals enter the establishment.
 - As detailed below, health screening shall consist of questions regarding current or recent COVID-19 symptoms, close or proximate contact with confirmed or suspected COVID-19 case(s), and recent positive COVID-19 test result(s).
 - Distancing: Responsible Parties must ensure that all attendees practice social distancing by maintaining a distance of, at least, six feet from other individuals, except for members of the same immediate party/household/family, unless fully vaccinated.
 - For unvaccinated or unknown vaccination status patrons, Responsible Parties must assign each attendee to a table or area, where they must be seated while eating or drinking for the duration of the event. To the extent practicable, individuals should be seated at a table or area with members of their same immediate party/household/family.
 - Where unvaccinated or unknown vaccination status attendees may frequently interact with employees or event staff (e.g., host station, reception desk), Responsible Parties should install appropriate physical barriers. Further, Responsible Parties should consider implementing touchless systems for transactions that require close contact between attendees and employees/event staff (e.g., check-in).
 - Responsible Parties must post appropriate signage notifying attendees of social distancing requirement at the event location.
 - Face Covering: Responsible Parties must ensure that unvaccinated or unknown vaccination status attendees, employees, and event staff wear acceptable face coverings at all times; provided, however, that attendees may remove their face coverings when seated at their assigned table to eat or drink. The face covering requirement applies to any attendee over the age of two and able to medically tolerate such covering.

- Responsible Parties may temporarily allow certain attendees to remove face coverings while presenting/speaking at the event, provided that such attendee maintain 12 feet of social distance, or be separated by an appropriate physical barrier, from other attendees, unless fully vaccinated.
- Responsible Parties must post appropriate signage notifying attendees of face covering requirement at the event location.
- **Controlled Movement:** Responsible Parties must ensure that all event attendees are confirmed in advance (e.g., guest list) to ensure compliance with occupancy, plan movement of individuals throughout the premises, and prevent unnecessary congregation or foot-traffic congestion in common areas (e.g., entrances, exits, restrooms).
 - Responsible Parties must designate points of ingress/egress throughout the premises to ensure capacity and occupancy compliance.
 - Responsible Parties should develop a system to stagger the ingress/egress of attendees at the event venue or facility (e.g., timed entry, distanced waiting zones).
 - Responsible Parties should adopt one-directional paths for attendees on floors and stairs, where practicable.
- **Activities:** Responsible Parties must ensure that attendees are not congregating, except when seated at their assigned table, unless fully vaccinated. Unvaccinated or unknown vaccination status attendees should only be standing when necessary (e.g., enter/exit, restroom, use of staffed buffet), when essential to the event (e.g., entrance of bride and groom), or when permitted as follows:
 - Responsible Parties may provide cocktail receptions for unvaccinated or unknown vaccination status attendees where standing is permitted with strict adherence to social distancing; provided, however, that attendees only remove their face coverings and consume food and beverages while seated. Further, attendees must not remove their face covering and must not consume food and beverage if members of different parties/households/families are within six feet.
 - Responsible Parties may permit live music, entertainment (e.g., DJ), and/or dancing within the following parameters, which will be revisited by the State as the public health condition continues to change:
 - Live music performers and other entertainers, particularly if unmasked or playing a wind instrument, must be separated from attendees by either 12 feet or an appropriate physical barrier, unless fully vaccinated.
 - Select attendees – who are designated to the Responsible Parties prior to the event – may participate in ceremonial dances with members of their immediate party/household/family (e.g., first dances at a wedding reception) so long as they maintain six feet of separation from other attendees throughout the dance, unless fully vaccinated.
 - Unvaccinated or unknown vaccination status attendees may dance in designated and clearly marked area(s) (e.g., dance floor), as long as attendees wear face coverings and maintain six feet of social distance, except from members of their same party (e.g., dates), family, or household. To allow such attendees to maintain appropriate social distance while dancing, event organizers may consider setting and enforcing capacity limits for dance floors, assigning tables of attendees to different times on the dance floor, alternating which tables of attendees can dance at a given time, dividing the dance floor into zones for tables of attendees, and/or other measures to reduce potential crowding and close contact among attendees.

II. PLACES

A. Air Filtration and Ventilation Systems

- For food service establishments in New York City with central air handling systems, Responsible Parties must ensure central HVAC system filtration meets the highest rated filtration compatible with the currently installed filter rack and air handling systems, at a minimum MERV-13, or industry equivalent or greater (e.g., HEPA), as applicable, and as certified and documented by a certified HVAC technician, professional, or company, ASHRAE-certified professional, certified retro-commissioning professional, or New York licensed professional building engineer.
 - Responsible Parties should also consider adopting additional ventilation and air filtration mitigation protocols per [CDC](#) and [ASHRAE](#) recommendations, particularly for buildings with air handling systems older than 15 years, including:
 - Performing necessary retro-commissioning of central systems, as well as testing, balancing, and repairs as needed;
 - Increasing ventilation rates and outdoor air ventilation to the extent possible;
 - Keeping systems running for longer hours, especially for several hours daily before and after occupancy;
 - Disabling demand-controlled ventilation, where reasonable, and maintain systems that increase fresh air supply;
 - Maintaining relative humidity between 40-60% where possible;
 - Opening outdoor air dampers to reduce or eliminate recirculation to the extent possible;
 - Sealing edges of the filter to limit bypass;
 - Regularly inspecting systems and filters to ensure they are properly operating, and filters are appropriately installed, serviced and within service life;
 - Opening windows to the extent allowable for occupant safety and comfort;
 - Installing appropriately designed and deployed ultraviolet germicidal irradiation (UVGI) to deactivate airborne virus particles; and/or
 - Using portable air cleaners (e.g., electric HEPA units), consider units that provide highest air change rate at appropriate performance level and do not generate harmful byproducts.
- For food service establishments in New York City with central air handling systems that cannot handle the abovementioned minimum level of filtration (i.e., MERV-13 or greater), Responsible Parties must have a certified HVAC technician, professional, or company, ASHRAE-certified professional, certified retro-commissioning professional, or New York licensed professional building engineer certify and document that the currently installed filter rack is incompatible with abovementioned minimum level of filtration (i.e., MERV-13 or greater) and/or the air handling system would be unable to perform to the minimum level of heating and cooling that it was otherwise able to provide prior to the COVID-19 public health emergency if such a high degree of filtration (i.e., MERV-13 or greater) was installed.
 - Further, Responsible Parties must retain such documentation for review by state or local health department officials to operate at a lesser filtration rating with additional ventilation and air filtration mitigation protocols.
 - In addition, Responsible Parties with facilities that have a central air handling system who are unable to meet a filtration rating of MERV-13 or greater must adopt additional ventilation and/or air filtration mitigation protocols per [CDC](#) and [ASHRAE](#) recommendations, including:
 - Performing necessary retro-commissioning of central systems, as well as testing, balancing, and repairs as needed;

- Increasing ventilation rates and outdoor air ventilation to the extent possible;
 - Keeping systems running for longer hours, especially for several hours daily before and after occupancy;
 - Disabling demand-controlled ventilation, where reasonable, and maintain systems that increase fresh air supply;
 - Maintaining relative humidity between 40-60% where possible;
 - Opening outdoor air dampers to reduce or eliminate recirculation to the extent possible;
 - Sealing edges of the filter to limit bypass;
 - Regularly inspecting systems and filters to ensure they are properly operating, and filters are appropriately installed, serviced and within service life;
 - Opening windows to the extent allowable for occupant safety and comfort;
 - Installing appropriately designed and deployed ultraviolet germicidal irradiation (UVGI) to deactivate airborne virus particles; and/or
 - Using portable air cleaners (e.g., electric HEPA units), considering units that provide highest air change rate at appropriate performance level and do not generate harmful byproducts.
- For food service establishments in New York City that do not have central air handling systems or do not operate or otherwise control the central air handling systems, Responsible Parties must adopt additional ventilation and air filtration mitigation protocols per [CDC](#) and [ASHRAE](#) recommendations, including:
 - Regularly inspecting any room ventilation systems (e.g., window units, wall units) to ensure they are properly operating, and filters are appropriately installed, serviced and within service life.
 - Keeping any room ventilation systems running for longer hours, especially for several hours daily before and after occupancy;
 - Setting room ventilation systems to maximize fresh air intake, set blower fans to low speed and point away from occupants to the extent possible;
 - Maintaining relative humidity between 40-60% where possible;
 - Opening windows to the extent allowable for occupant safety and comfort;
 - Setting any ceiling fans to draw air upwards away from occupants, if applicable;
 - Prioritizing window fans to exhaust indoor air where possible;
 - Avoiding using fans that only recirculate air or only blow air into a room without providing for appropriate exhaust;
 - Installing appropriately designed and deployed ultraviolet germicidal irradiation (UVGI) to deactivate airborne virus particles; and/or
 - Using portable air cleaners (e.g., electric HEPA units), considering units that provide highest air change rate at appropriate performance level and do not generate harmful byproducts.

B. Kitchen Area

- Before returning to work, Responsible Parties must complete pre-return checks and assessments of kitchen systems to ensure a healthy and safe environment.

- Responsible Parties must ensure kitchen staff wear face coverings at all times, unless fully vaccinated.
- Responsible Parties should reconfigure kitchens to maintain six feet distance, to the extent possible.
 - Responsible Parties should stagger shifts, if possible, to do work (e.g., food prep) ahead of time.
- To the extent possible, Responsible Parties should assign kitchen staff to one station throughout their shift (e.g., salad or grill or desserts).
- Where applicable, Responsible Parties should establish markers in workstations and areas with tape on the floor to signal six feet distance in all directions.
- Responsible Parties should encourage kitchen staff to place items on the counter for the next person to pick up rather than pass items from hands to hands.
- Responsible Parties must minimize sharing of kitchen equipment between staff (e.g., knives, pots, rags/towels), where possible.

C. Protective Equipment

- Responsible Parties must ensure that all staff wear face coverings at all times, unless fully vaccinated. Responsible Parties must ensure staff practice hand hygiene and use bare hand barriers consistent with State and Local Sanitary Codes.
 - If employees wear gloves during non-food preparation activities, Responsible Parties must:
 - Ensure employees replace gloves frequently
 - If employees do not wear gloves, Responsible Parties must ensure employees frequently wash and/or sanitize their hands.
 - Responsible Parties must ensure that employees who are bussing tables wash their hands with soap and water and, if they are wearing gloves, replace their gloves, before and after cleaning and disinfecting tables.
- Responsible Parties must only permit customer entry into the establishment if they wear an acceptable face covering; provided, however, that the customer is over the age of two and able to medically tolerate such covering, unless fully vaccinated.
 - Responsible Parties must require unvaccinated or unknown vaccination status customers to wear face coverings when not seated at a table (e.g., when waiting for pickup, walking to/from table, walking to/from restroom).
 - Once seated, Responsible Parties should encourage, but not require, customers to wear face coverings when interacting with staff or otherwise not eating and/or drinking.
- In addition to the necessary PPE as required for certain workplace activities, Responsible Parties must procure, fashion, or otherwise obtain acceptable face coverings and provide such coverings to their employees while at work at no cost to the employee. Responsible Parties should have an adequate supply of face coverings, masks and other required PPE on hand should an employee need a replacement or should a vendor be in need. Acceptable face coverings include, but are not limited to, cloth masks, surgical masks, and N95 respirators.

- Face coverings must be cleaned or replaced after use and may not be shared. Please consult the CDC [guidance](#) for additional information on cloth face coverings and other types of PPE, as well as instructions on use and cleaning.
 - Note that cloth face coverings or disposable masks shall not be considered acceptable face coverings for workplace activities that impose a higher degree of protection for face covering requirements. For example, if N95 respirators are traditionally required for specific food service activities, a cloth or homemade mask would not suffice. Responsible Parties must adhere to OSHA standards for such safety equipment.
- Responsible Parties must allow their employees to use their own acceptable face coverings but cannot require their employees to supply their own face coverings. Further, this guidance shall not prevent employees from wearing their personally owned additional protective coverings (e.g., surgical masks, N95 respirators, or face shields), or if the Responsible Parties otherwise require employees to wear more protective PPE due to the nature of their work. Employers should comply with all applicable OSHA standards.
- Responsible Parties must put in place measures to limit the sharing of objects, such as kitchen tools, pens and pads, as well as the touching of shared surfaces, such as doorknobs, keypads, and touchscreens; or, require workers to wear gloves (trade-appropriate or medical) when in contact with shared objects or frequently touched surfaces; or, require workers to wash their hands before and after contact.
- Responsible Parties must train their employees on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings.

D. Hygiene, Cleaning, and Disinfection

- Responsible Parties must ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including "[Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#)," and the "[STOP THE SPREAD](#)" poster, as applicable. Responsible Parties must maintain logs that include the date, time, and scope of cleaning and disinfection.
- Responsible Parties must provide and maintain hand hygiene stations on site, as follows:
 - For handwashing: soap, running warm water, and disposable paper towels.
 - For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.
 - Responsible Parties must make hand sanitizer available throughout high touch areas (e.g., outside restrooms). It should be placed in convenient locations, such as at entrances, exits, cashiers. Touch-free hand sanitizer dispensers are encouraged.
- Responsible Parties should place signage near hand sanitizer stations indicating that visibly soiled hands should be washed with soap and water; hand sanitizer is not effective on visibly soiled hands.
- Place receptacles around the site for disposal of soiled items, including PPE.
- For take-out/delivery, Responsible Parties must:
 - Provide hand hygiene stations for customers waiting for food and/or drinks;
 - Ensure staff wash hands with soap and water or use hand sanitizer, and, if staff use gloves, regularly replace them; and

- Ensure, if pick-up/delivery is in indoors/enclosed space, windows and/or doors are opened to allow for ventilation.
- Responsible Parties must provide appropriate cleaning and disinfection supplies for shared and frequently touched surfaces and encourage their employees to use these supplies following manufacturer's instructions for use before and after use of these surfaces, followed by hand hygiene.
- Responsible Parties must conduct regular cleaning and disinfection of the site and more frequent cleaning and disinfection for high risk areas used by many individuals and for frequently touched surfaces. Cleaning and disinfection must be rigorous and ongoing and should occur at least after each shift, daily, or more frequently as needed. Please refer to DOH's "[Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#)" for detailed instructions on how to clean and disinfect facilities.
 - Responsible Parties must ensure regular cleaning and disinfection of restrooms. Restrooms should be cleaned and disinfected more often depending on frequency of use.
 - Responsible Parties must ensure distancing rules are adhered to by using signage, occupied markers, or other methods to reduce restroom capacity where feasible.
 - Responsible Parties must ensure that equipment and tools are regularly cleaned and disinfected using registered disinfectants, including at least as often as employees change workstations or move to a new set of tools. Refer to the Department of Environmental Conservation (DEC) [list of products](#) registered in New York State and identified by the 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, Responsible Parties must put in place hand hygiene stations for between use and/or supply disposable gloves and/or limitations on the number of employees using such machinery.
 - Responsible Parties must provide for the cleaning and disinfection of exposed areas in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces (e.g., shared tools, equipment, machines, work stations, keypads, telephones, vending machines, communal coffee stations).
- CDC guidelines on "[Cleaning and Disinfecting Your Facility](#)" if someone is suspected or confirmed to have COVID-19 are as follows:
 - Close off areas used by the person suspected or confirmed to have COVID-19.
 - Affected areas need to be close off and cleaned and disinfected.
 - If an employee of a food truck is suspected or confirmed to have COVID-19, the food truck must be closed until cleaned and disinfected.
 - Open outside doors and windows to increase air circulation in the area.
 - Wait 24 hours before you clean and disinfect. If 24 hours is not feasible, wait as long as possible.
 - Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, bathrooms, common areas, and shared equipment.
 - Once the area has been appropriately cleaned and disinfected, it can be reopened for use.
 - Workers without close or proximate contact with the person who is suspected or confirmed to have COVID-19 can return to the work area immediately after cleaning and disinfection.
 - Refer to DOH's "[Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure](#)" for information on "close or proximate" contacts.

- If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection should continue.
- Responsible Parties must prohibit employees from sharing food and beverages among themselves, encourage employees to bring lunch from home, and reserve adequate space for employees to observe social distancing while eating meals.
- Responsible Parties must ensure that all condiments provided directly to customers be in single-use disposable containers or reusable containers that are regularly cleaned and disinfected, ideally between each party's use.
- Responsible Parties should ensure that guests are provided with single use, paper, disposable menus and/or that menus are displayed on white boards/chalk boards/televisions/projectors, where possible. If non-disposable menus are used, Responsible Parties must clean and disinfect the menus between each party's use.
 - Responsible Parties should encourage customers to view menus online (e.g., on their own smartphone or electronic device) where possible.

E. Communications Plan

- Responsible Parties must affirm that they have reviewed and understand the state-issued industry guidelines, and that they will implement them.
- Responsible Parties must develop a communications plan for employees, vendors, and customers that includes applicable instructions, training, signage, and a consistent means to provide employees with information. Responsible Parties may consider developing webpages, text and email groups, and social media.

III. PROCESSES

A. Screening and Testing

- Responsible Parties must require at least one person from each customer party to sign-in upon entering the food services establishment (or prior via remote sign-in), providing the full name, address, and phone number or e-mail address for use in contact tracing efforts.
- Responsible Parties must implement mandatory daily health screening practices of their employees and, where practicable, vendors, but such screening shall not be mandated for customers and delivery personnel.
 - Screening practices may be performed via signage or remotely (e.g., by telephone or electronic survey), before the employee reports to the site, to the extent possible; or may be performed on site.
 - Screening should be coordinated to prevent employees from intermingling in close or proximate contact with each other prior to completion of the screening.
 - Health screenings may be performed via signage, at point of admission, by e-mail/website, by telephone, or by electronic survey before individuals enter the establishment. Health screenings should include questions on:

- **COVID-19 Symptoms:** Is currently experiencing, or has recently (within the past 48 hours) experienced, any symptoms of COVID-19;
 - CDC advises that COVID-19 symptoms may include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea; however, a few of these symptoms may occur with pre-existing medical conditions, such as allergies or migraines, that have been diagnosed by a health care practitioner. In those cases, individuals should only answer "yes" if symptoms are new or worsening.
 - Refer to CDC guidance on "[Symptoms of Coronavirus](#)" for the most up to date information on symptoms associated with COVID-19.
 - **COVID-19 Contacts:** Has had close contact (or proximate contact as determined by health authorities) in the past 10 days with any person confirmed by diagnostic test, or suspected based on symptoms, to have COVID-19; and/or
 - DOH advises that close contact is being within six feet of an individual for 10 minutes or more within a 24-hour period, starting from 2 days before their symptoms developed or if asymptomatic, 2 days before they were tested. (Close contact does not include individuals who work in a health care setting wearing appropriate, required PPE.)
 - This exclusion shall not apply for individuals who (1) have been fully vaccinated against COVID-19 with an FDA or DOH authorized COVID-19 vaccine – defined as 14 days after completion of the vaccine series or (2) fully recovered from a lab-confirmed COVID-19 case within the past 3 months. (In lieu of quarantine following close contact, such individuals will need to monitor for COVID-19 symptoms for 14 days following an exposure.)
 - **COVID-19 Positive Test:** Has tested positive for COVID-19 through a diagnostic test in the past 10 days.
- Responsible Parties cannot mandate that customers complete a health screen – unless at an in-person or catered event above the social gathering limit as advised above – but may encourage customers to do so.
 - Responsible Parties must require employees to immediately disclose if and when their responses to any of the aforementioned questions changes, such as if they begin to experience symptoms, including during or outside of work hours.
 - In addition to the screening questionnaire, temperature checks may also be conducted per U.S. Equal Employment Opportunity Commission or DOH guidelines. Responsible Parties are prohibited from keeping records of employee health data (e.g. the specific temperature data of an individual), but are permitted to maintain records that confirm individuals were screened and the result of such screening (e.g., pass/fail, cleared/not cleared).
 - Temperature checks are optional and not required for activities and operated conducted pursuant to this guidance, including events above the social gathering limit.
 - Responsible Parties must ensure that any personnel performing screening activities, including temperature checks, are appropriately protected from exposure to potentially infectious workers or vendors entering the site. Personnel performing screening activities should be trained by employer-identified individuals who are familiar with CDC, DOH, and OSHA protocols.
 - Screeners should be provided and use PPE, including at a minimum, a face mask, and may include gloves, a gown, and/or a face shield.

- An individual who screens positive for COVID-19 symptoms must not be allowed to enter the premises and employees who screen positive must be sent home with instructions to contact their healthcare provider for assessment and testing.
 - Responsible Parties should provide the employee with information on healthcare and testing resources.
 - Responsible Parties must immediately notify the state and local health department about the case if test results are positive for COVID-19.
- Responsible Parties should refer to DOH's "[Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure](#)" regarding protocols and policies for employees seeking to return to work after a suspected or confirmed case of COVID-19 or after the employee had close or proximate contact with a person with COVID-19.
- Responsible Parties must designate a central point of contact, which may vary by activity, location, shift or day, responsible for receiving and attesting to having reviewed all questionnaires, with such contact also identified as the party for individuals to inform if they later are experiencing COVID-19-related symptoms, as noted on the questionnaire.
- Responsible Parties must designate a site safety monitor whose responsibilities include continuous compliance with all aspects of the site safety plan.
- To the extent possible, Responsible Parties should maintain a log of every person, including employees and vendors, who may have close or proximate contact with other individuals at the work site or area; excluding customers and deliveries that are performed with appropriate PPE or through contactless means. The log should contain contact information, such that all contacts may be identified, traced and notified in the event an individual is diagnosed with COVID-19. Responsible Parties must cooperate with state and local health department contact tracing efforts.

B. Tracing and Tracking

- Responsible Parties must notify the state and local health department immediately upon being informed of any positive COVID-19 test result by a patron or employee at their establishment
- In the case of an employee, vendor, or patron who interacted at the business testing positive, the Responsible Parties must cooperate with the state and local health department to trace all contacts in the workplace, and the health department where the site is located must be notified of all employees logged and vendors/patrons (as applicable) who entered the food service location dating back 48 hours before the individual first experienced COVID-19 symptoms or tested positive, whichever is earlier. Confidentiality must be maintained as required by federal and state law and regulations.
- Local health department may, under their legal authority, implement monitoring and movement restrictions of infected or exposed persons including home isolation or quarantine.
- Individuals who are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted via tracing, tracking or other mechanism, are required to self-report to their employer at the time of alert and shall follow the protocol referenced above.

IV. EMPLOYER PLANS

Responsible Parties must conspicuously post completed safety plans on site for employees. The State has made available a business reopening safety plan template to guide business owners and operators in developing plans to protect against the spread of COVID-19.

Additional safety information, guidelines, and resources are available at:

New York State Department of Health Novel Coronavirus (COVID-19) Website
<https://coronavirus.health.ny.gov/>

Centers for Disease Control and Prevention Coronavirus (COVID-19) Website
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Occupational Safety and Health Administration COVID-19 Website
<https://www.osha.gov/SLTC/covid-19/>

At the link below, affirm that you have read and understand your obligation to operate in accordance with this guidance:

<https://forms.ny.gov/s3/ny-forward-affirmation>