



INTERIM GUIDANCE FOR PRIVATE AUTO TRANSPORTATION ACTIVITIES DURING THE COVID-19 PUBLIC HEALTH EMERGENCY

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

As of September 29, 2020

Purpose

This Interim Guidance for Private Auto Transportation Activities during the COVID-19 Public Health Emergency ("Interim COVID-19 Guidance for Private Auto Transportation") was created to provide owners/operators of private auto transportation businesses, their employees, contractors, vendors, drivers, and riders with precautions to help protect against the spread of COVID-19.

These guidelines apply to all private auto transportation activities, including taxis, ride-share app vehicles, limousines, liveries, and other for-hire vehicles, as well as private auto transportation garages/parking areas that manage vehicles, as applicable. These guidelines do not apply to standalone parking operators/garages or public transportation (e.g. buses). Public transportation operators must follow the guidelines outlined in the Department of Health's (DOH) "[Interim Guidance for Public Transportation Activities during the COVID-19 Public Health Emergency](#)." Any activities taking place in offices must operate in accordance with "[Guidance for Office-Based Work during the COVID-19 Public Health Emergency](#)." Any activities related to retail services/operations, must operate in accordance with "[Interim Guidance for Essential and Phase II Retail Activities](#)."

These guidelines are minimum requirements only and the owner/operator of any private auto transportation business 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. Drivers, Riders, taxi medallion owners, transportation network companies, and any other operator of private auto transportation are accountable for adhering to all local, state and federal requirements relative to private auto transportation activities, and are also accountable for staying current with any updates to these requirements, as well as incorporating same into any private auto transportation activities and/or Site Safety Plan.

Background

On March 7, 2020, Governor Andrew M. Cuomo issued [Executive Order 202](#), declaring a state disaster emergency in response to COVID-19. Community transmission of COVID-19 has occurred throughout New York. To minimize further spread, social distancing of at least 6 feet must be maintained between individuals, where possible.

On March 20, 2020, Governor Cuomo issued [Executive Order 202.6](#), directing all non-essential businesses to close in-office personnel functions. Essential businesses, as defined by Empire State Development Corporation (ESD) [guidance](#), were not subject to the in-person restriction, but were, however, directed to comply with the guidance and directives for maintaining a clean and safe work environment issued by the DOH, and were strongly urged to maintain social distancing measures to the extent possible.

On April 12, 2020, Governor Cuomo issued [Executive Order 202.16](#), directing essential businesses to provide employees, who are present in the workplace, with a face covering, at no-cost, that must be used when in direct contact with customers or members of the public during the course of their work. On April 15, 2020, Governor Cuomo issued [Executive Order 202.17](#), directing that any individual who is over age two and able to medically tolerate a face-covering must cover their nose and mouth with a mask or cloth face-covering when in a public place and unable to maintain, or when not maintaining, social distance. On April 16, 2020, Governor Cuomo issued [Executive Order 202.18](#), directing that everyone using public or private transportation carriers or other for-hire vehicles, who is over age two and able to medically tolerate a face covering, must wear a mask or face covering over the nose and mouth during any such trip. It also directed any operators or drivers of public or private transport to wear a face covering or mask which covers the nose and mouth while there are any passengers in such a vehicle. On May 29, 2020, Governor Cuomo issued [Executive Order 202.34](#), authorizing business operators/owners with the discretion to deny admittance to individuals who fail to comply with the face covering or mask requirements.

On April 26, 2020, Governor Cuomo [announced](#) a phased approach to reopen industries and businesses in New York in phases based upon a data-driven, regional analysis. On May 4, 2020, the Governor [provided](#) that the regional analysis would consider several public health factors, including new COVID-19 infections, as well as health care system, diagnostic testing, and contact tracing capacity. On May 11, 2020, Governor Cuomo [announced](#) that the first phase of reopening would begin on May 15, 2020 in several regions of New York, based upon available regional metrics and indicators. On May 29, 2020, Governor Cuomo [announced](#) that the second phase of reopening would begin in several regions of the state, and announced the use of a new early warning dashboard that aggregates the state's expansive data collection efforts for New Yorkers, government officials, and experts to monitor and review how the virus is being contained to ensure a safe reopening. On June 11, 2020, Governor Cuomo [announced](#) that the third phase of reopening would begin on June 12, 2020 in several regions of New York. On June 24, 2020, Governor Cuomo [announced](#) that several regions of the state were on track to enter the fourth phase of reopening starting on June 26, 2020. By July 20, 2020, all regions of New York, including New York City, had reached the fourth phase of the State's reopening.

In addition to the following standards, all private auto transportation activities must comply with the guidance and directives for maintaining clean and safe work environments issued by 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 Private Auto Transportation Activities in New York State

No private auto transportation activity can occur 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), Centers for Disease Control and Prevention (CDC), Environmental Protection Agency (EPA), United States Department of Labor's Occupational Safety and Health Administration (OSHA), United States Department of Transportation, and New York State Department of Transportation.

The State standards contained within this guidance apply to all private auto transportation activities in operation during the COVID-19 public health emergency until rescinded or amended by the State. For purposes of this guidance, the term "operator" shall mean taxi medallion owners, transportation network companies, and any other operator of private auto transportation. The term "Rider" shall be understood as any individual who uses the private auto transportation vehicle as a passenger. The term "Driver" shall be understood as the individual who drives the private auto transportation vehicle.

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

I. PEOPLE

A. Physical Distancing

- Operators must ensure that the workforce presence is limited to no more than 50% of the maximum occupancy for a particular area as set by the certificate of occupancy; and
- Operators and drivers must ensure that a distance of at least six feet is maintained among individuals, including any employees and Drivers, at all times, in garages and parking areas, unless safety of the core activity requires a shorter distance.
 - 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 other PPE used under existing industry standards should continue to be used, in accordance with [OSHA guidelines](#).
 - The face covering requirement must be applied in a manner consistent with the federal ADA and New York State and City Human Rights Laws, as applicable.
- Operators must ensure that for any private auto transportation vehicle, the workforce presence is limited to only individuals necessary to operate the vehicle (e.g. Driver).
- Drivers must wear an acceptable face covering at all times while a Rider is in the vehicle, in accordance with [Executive Order 202.18](#), provided, however, that the Driver is medically able to tolerate such a face covering. Pursuant to DOH "Interim Guidance on Executive Order 202.16 Requiring Face Coverings for Public and Private Employees Interacting with the Public During the COVID-19 Outbreak," private transportation companies including transportation network companies shall also provide face coverings to contractors, including independent contractors.
- In accordance with the requirements of [Executive Order 202.18](#), Riders over the age of two and able to medically tolerate a face covering must wear face coverings throughout their entire journey, regardless of physical distance.
 - If a Rider does not wear a face covering during their journey, the Driver may refuse to continue the journey unless the individual puts on a face covering; provided, however, that the individual is over the age of two and able to medically tolerate such a face covering.
- Operators and drivers must prohibit separate parties from sharing a ride (e.g. Uber Pool, commercial carpooling) in which individuals from different parties are matched or paired for a ride.
- Operators and Drivers must ensure that Riders only sit in the back seat(s) of the private auto transportation vehicle, and not the front passenger seat.
- Operators and Drivers must ensure that the vehicle only picks up as many individuals that fit in the back seat(s) of the vehicle.
 - Drivers must ensure that all Riders in the car at one time are from the same party (but Riders may be from different households).

- If feasible, physical barriers should be installed, such as plastic shielding walls that do not negatively affect air flow, heating, cooling or ventilation, between Drivers and Riders. If partitions are installed, Drivers must use them at all times.
 - If used, physical barriers should be put in place in accordance with [OSHA guidelines](#).
 - Physical barrier options may include: strip curtains, Plexiglas or similar materials, or other impermeable dividers or partitions.
 - Any temporary barriers must comply with local regulations. Shower curtains and other non-approved temporary barriers are prohibited.
- Drivers must increase ventilation with outdoor air to the greatest extent feasible, while maintaining safety protocols.
 - When the vehicle's windows cannot be opened, Drivers must avoid using the recirculated air option for the car's ventilation during Rider transport; and use the car's vents to bring in fresh outside air.
- Operators may modify the use and/or restrict the number of workstations and employee seating areas in garages and parking areas so that individuals are at least six feet apart in all directions (e.g. side-to-side and when facing one another) at all times and are not sharing workstations without cleaning and disinfection between use.
- When distancing is not feasible between workstations, operators must provide and require the use of face coverings or erect barriers (e.g. plastic shielding walls) in areas where they would not affect air flow, heating, cooling, or ventilation, or otherwise present a health or safety risk.
 - If used, physical barriers should be put in place in accordance with [OSHA guidelines](#).
 - Physical barrier options may include: strip curtains, cubicles, Plexiglas or similar materials, or other impermeable dividers or partitions.
- Operators should prohibit the use of small spaces other than vehicles used for rider transportation (e.g. storage rooms, vehicles only used by garage employees) by more than one individual at a time, unless all employees in such space at the same time are wearing acceptable face coverings. However, even with face coverings in use, occupancy must not exceed 50% of the maximum capacity of the space, unless it is designed for use by a single occupant.
- Operators must provide signs to be posted in each vehicle and throughout any garage/parking area, consistent with DOH COVID-19 signage. Operators can develop their own customized signage specific to a workplace or setting, provided that such signage is consistent with the Department's signage. Drivers must post such signage in their vehicle. Signage should be used to remind employees, Drivers, and Riders to:
 - Stay home if they are feeling sick.
 - Cover their nose and mouth with a face covering at all times.
 - Quarantine if they have recently been in a state with significant community transmission of COVID-19, pursuant to the DOH [travel advisory](#).
 - Properly store, clean, and, when necessary, discard PPE.
 - Adhere to physical distancing instructions.
 - 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

- Operators must limit in-person staff gatherings (e.g. garage employee and/or Driver meetings, breakrooms) to the greatest extent possible and consider 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, operators should hold meetings in open, well-ventilated spaces and ensure that individuals maintain six feet of social distance between one another, where feasible (e.g. if there are chairs, leave space between chairs, have individuals sit in alternating chairs). Operators must ensure that all staff wear face coverings at any such meeting.
- Operators should encourage social distancing by limiting occupancy or closing non-essential amenities and communal areas that do not allow for social distancing protocols. If open, operators must make hand sanitizer or disinfecting wipes available next to equipment near such amenities (e.g., vending machines, communal coffee stations).
- Operators must put in place practices for adequate social distancing in small areas at garages/parking 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, where feasible. When not feasible, operators must ensure that all employees and Drivers wear face coverings.
 - To the extent practicable, operators should stagger schedules for garage employees, Drivers, and any other workers to observe social distancing (i.e., six feet of space) for any employee gathering (e.g. coffee breaks, meals, and shift starts/stops).

C. Workplace Activity

- Operators must take measures to reduce interpersonal contact and congregation among garage employees, Drivers, and any other workers through methods such as:
 - limiting in-person presence in both garages/parking areas and vehicles to only those employees and Drivers who are necessary;
 - adjusting workplace hours to spread employee and Driver traffic over longer period of time where feasible;
 - reducing on-site workforce in garages/parking areas and in vehicles to accommodate social distancing guidelines; and
 - shifting design (e.g. A/B teams, staggered arrival/departure times).
- Operators and Drivers should encourage Riders to use touchless payment options or pay ahead, when available.
 - Minimize handling cash, credit cards, reward cards, and mobile devices, where possible.
 - Operators must encourage Riders and Drivers to exchange cash or credit cards by placing in a receipt tray rather than by hand and wipe any pens, counters, or hard surfaces between each use or Rider.

D. Movement and Commerce

- Operators must establish designated areas for pickups and deliveries at garages/parking areas, limiting contact to the extent possible.
- For merchandise or equipment deliveries, operators should implement a touchless delivery system whereby drivers stay in the cab of the vehicle while delivery takes place or, where not practicable, operators must provide acceptable PPE appropriate to the anticipated activities that includes, at a minimum, a face covering to personnel involved in the delivery at no cost for the duration of the delivery process.
- Operators must ensure that workers perform hand hygiene before and after transferring a load (e.g., from a delivery driver) of merchandise (e.g., perform hand hygiene before starting to load items; and once all items have been loaded, finish by performing hand hygiene again).
- Operators should limit on-site interactions in garages/parking areas (e.g. designate an egress(es) for employees and Drivers leaving their shifts and a separate ingress(es) for employees and Drivers starting their shifts) and movements (e.g. employees should remain near their workstations as often as possible).

II. PLACES

A. Protective Equipment

- Operators and drivers must ensure compliance with Executive Order 202.18, which requires that anyone utilizing or operating private auto transit vehicles must wear a face covering or mask which covers the nose and mouth when passengers are present; provided however, Pursuant to DOH "Interim Guidance on Executive Order 202.16 Requiring Face Coverings for Public and Private Employees Interacting with the Public During the COVID-19 Outbreak," private transportation companies including transportation network companies shall also provide face coverings to contractors, including independent contractors.
- Operators and drivers must put in place measures to remind Riders of requirements of Executive Order 202.18.
 - For individuals who are unable to medically tolerate an acceptable face covering, drivers must ensure that such individuals wear a face shield at all times. However, the CDC "does not currently recommend use of face shields as a [sufficient] substitute for masks."
 - Riders may be denied access or asked to leave the vehicle if they are in violation of Executive Order 202.18. Riders who are asked to leave the vehicle should be dropped off at a safe location (e.g. not on an expressway or in the middle of an intersection).
- In addition to the necessary PPE as required for certain workplace activities, operators must procure, fashion, or otherwise obtain acceptable face coverings and provide such coverings to their employees and to Drivers while engaged in such transportation at no cost to the employee or Driver, provided further that pursuant to DOH "Interim Guidance on Executive Order 202.16 Requiring Face Coverings for Public and Private Employees Interacting with the Public During the COVID-19 Outbreak," private transportation companies including transportation network companies shall also provide face coverings to contractors, including independent contractors.
- Operators should have an adequate supply of face coverings, masks and other required PPE on hand should any worker or Driver need a replacement or should a Rider be in need.

- Acceptable face coverings include, but are not limited to, cloth (e.g. homemade sewn, quick cut, bandana), surgical masks, N95 respirators, and face shields.
- 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.
- Operators must allow employees or Drivers to use their own acceptable face coverings but cannot require employees or Drivers to supply their own face coverings. Further, this guidance shall not prevent employees or Drivers from wearing their personally owned additional protective coverings (e.g. surgical masks, N95 respirators, or face shields), or if the operators otherwise require garage employees to wear more protective PPE due to the nature of their work. Employers should comply with all applicable OSHA standards.
- Operators must put in place measures to limit the sharing of objects, such as tools, machinery, materials as well as the touching of shared surfaces, such as control panels, and keypads; or, require garage employees to wear gloves (trade-appropriate or medical) when in contact with shared objects or frequently touched surfaces; or, require garage employees to perform hand hygiene before and after contact.
- Operators should also limit the sharing of vehicles among Drivers, to the extent possible.
- Operators must train employees on how to adequately don, doff, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings.

B. Hygiene, Cleaning and Disinfection

- Operators must ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including "[Guidance for Cleaning and Disinfection of Private auto and Private Facilities for COVID-19](#)," and the "[STOP THE SPREAD](#)" poster, as applicable. Operators should maintain logs for vehicles and garage facilities that include the date, time, and scope of cleaning and disinfection.
- Operators must provide and maintain hand hygiene stations on site at garages/parking areas, 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.
 - Operators should provide hand sanitizer of at least 60% alcohol to Drivers and Riders in private auto transportation vehicles.
 - Drivers should encourage Riders to sanitize their hands as they enter and exit the vehicle.
- If hand sanitizer is not provided to Riders, Drivers must clean and disinfect high touch surfaces (e.g. arm rest, door handle) after every ride. Operators must display signage in garages/parking areas and vehicles, indicating that visibly soiled hands should be washed with soap and water; hand sanitizer is not effective on visibly soiled hands.
- Operators should place receptacles around the building for disposal of soiled items, including PPE.

- Operators must provide appropriate cleaning and disinfection supplies for shared and frequently touched surfaces and encourage employees and Drivers to use these supplies, following manufacturers' instructions, before and after use of these surfaces, followed by hand hygiene.
 - For private auto transportation activities involving the handling of shared objects (e.g. payment devices), areas and/or surfaces in areas accessible to Rider (e.g. doors, handrails), Drivers must ensure that such areas and objects are cleaned and disinfected routinely. 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.
- Operators and drivers must ensure vehicles are thoroughly cleaned and disinfected at the end of every shift, at a minimum, and more frequently as needed.
- Operators must ensure that equipment, tools, and vehicles are regularly cleaned and disinfected using registered disinfectants, including at least as often as garage employees change workstations or move to a new set of tools, or Drivers change vehicles. 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 disinfection causes safety hazards or degrades the material or machinery, operators must put in place hand hygiene stations between use, supply disposable gloves, and/or set limits on the number of employees who may use such machinery.
- Operators must provide for or require the cleaning and disinfection of exposed areas in the event an employee, Driver, or Rider is confirmed to have a positive case of COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces (e.g. door handles and seats on private auto transit vehicles, garage restrooms, door knobs, vending machines, communal coffee stations).
- Operators should adjust hours as necessary to enable enhanced cleaning and disinfection procedures, per DOH guidance, "COVID-19: General Guidance for Cleaning and Disinfecting for Non-Health Care Settings."
- 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.
 - Operators do not necessarily need to close operations, if they can close off the affected areas.
 - Open outside doors and windows to increase air circulation in the area.
 - Wait 24 hours before you clean or 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 vehicles, bathrooms, common areas, and shared equipment.
 - Once the area has been appropriately cleaned and disinfected, it can be reopened for use.
 - Employees and Drivers without close or proximate contact with the person 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 Private auto and Private Employees Returning to Work Following COVID-19 Infection or Exposure](#)" for information on "close and proximate" contacts.

- If more than seven days have passed since the person 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.
- Operators must prohibit shared food and beverages among workers, encourage workers to bring lunch from home, and reserve adequate space for workers to observe social distancing while eating meals.
- Operators must prohibit Drivers from offering food (e.g. candy), beverage (e.g. water bottles), or electronic items (e.g. phone charger) to Riders.

C. Communications Plan

- Operators must affirm that they have reviewed and understand the state-issued industry guidelines, and that they will implement them.
- Operators must develop a communications plan for Drivers, employees, and Riders that includes applicable instructions, training, signage, and a consistent means to provide information. Operators may consider developing webpages, text and email groups, and social media.
- Operators must encourage individuals to adhere to CDC and DOH guidance regarding the use of PPE, specifically face coverings through verbal communication and signage.
- Operators must post signage in garages/parking areas and vehicles to remind individuals to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfection protocols.
- For purposes of this section, an operator must develop a communications plan to be distributed via web application or platform, social media, and/or any other method that would display such information to riders.

III. PROCESSES

A. Screening and Testing

- Operators must implement mandatory daily health screening practices for employees, Drivers, and, where practicable, vendors, but such screenings shall not be mandated for Riders and delivery personnel.
 - Screening practices may be performed remotely (e.g. by telephone or electronic survey), before the individual reports to the garage, begins a shift, or signs on to the app, to the extent possible; or may be performed on site.
 - Any in-person screening should be coordinated to prevent individuals from intermingling in close or proximate contact with each other prior to completion of the screening.
 - At a minimum, screening is required for all employees, Drivers, and, where practicable, vendors, and must be completed using a questionnaire that determines whether the individual has:
 - (a) knowingly been in close contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19;
 - (b) tested positive for COVID-19 through a diagnostic test in the past 14 days;

- (c) experienced any symptoms of COVID-19 in the past 14 days; and/or
 - (d) traveled within a state with significant community spread of COVID-19 for longer than 24 hours within the past 14 days.
- Refer to CDC guidance on "[Symptoms of Coronavirus](#)" for the most up to date information on symptoms associated with COVID-19.
 - Refer to DOH [travel advisory](#) for the most up to date information on states with significant spread of COVID-19 and quarantine requirements.
 - Neither operators nor drivers can mandate that Riders complete a health screen or provide contact information, but may encourage Riders to do so. Operators may provide an option for Riders to provide contact information so they can be logged and contacted for contact tracing, if necessary.
 - Screening practices include:
 - If space and building configuration allows, screen employees and Drivers at or near the site entrance to minimize the impact in case of a suspected or confirmed case of COVID-19.
 - Allow for adequate social distancing while employees and Drivers queue for screening and/or entry.
 - Admit only employees and Drivers who have been screened either remotely or upon arrival.
 - If temperature checks are performed, use contactless thermal cameras in garage entrances to identify potentially symptomatic individuals and direct them to a secondary screening area to complete a follow-up screening. If not possible or feasible, a temperature check may be performed using contactless thermometers.
 - Operators must require employees and Drivers 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 Equal Employment Opportunity Commission or DOH guidelines. Operators are prohibited from keeping records of employee and Driver 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).
 - Operators must ensure that any personnel performing screening activities, including temperature checks, are appropriately protected from exposure to potentially infectious employees or Drivers 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, an acceptable face covering or mask, and may include gloves, a gown, and/or a face shield.
 - An employee or Driver who screens positive for COVID-19 symptoms must not be allowed to enter the workplace or access a vehicle and sent home with instructions to contact their healthcare provider for assessment and testing.

- Operators should remotely provide such individuals with information on healthcare and testing resources.
- Operators must immediately notify the state and local health department about the case if test results are positive for COVID-19.
- Operators 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 and Drivers seeking to return to work after a suspected or confirmed case of COVID-19 or after the employee or Driver had close or proximate contact with a person with COVID-19. Self-employed Drivers should not work until cleared to return to work by the local health department.
- Operators 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 employees' and Drivers' questionnaires, with such contact also identified as the party for employees and Drivers to inform if they later are experiencing COVID-19-related symptoms, as noted on the questionnaire.
 - ⊖ Identified point of contact should be prepared to receive notifications from individuals of positive cases and initiate the respective cleaning and disinfection procedures.
- Operators must designate a safety monitor whose responsibilities include continuous compliance with all aspects of the site safety plan.
- To the extent possible, operators should maintain a log of every person, including employees, Drivers, and where practicable, vendors who may have close or proximate contact with other individuals in the garage/parking area, excluding Riders and deliveries that are performed with appropriate PPE or through contactless means. The log should contain contact information, including each individual's full name, address, and phone number, such that all contacts may be identified, traced and notified in the event of a positive COVID-19 case.
 - Operators and drivers must cooperate with state local health department contact tracing efforts.
- Neither operators nor drivers can mandate that Riders complete a health screen or provide contact information but may encourage them do to so.

B. Tracing and Tracking

- Operators must notify the state and local health department immediately upon being informed of any positive COVID-19 test result by an employee or Driver at their site, or Drivers and Riders in their vehicles.
- In the case of an employee, Driver, or Rider testing positive, the operator must cooperate with the state and local health department as required to trace all contacts in the workplace and notify the state and local health department of all individuals who entered the garage and all Drivers or Riders, as applicable, who entered the vehicle 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.
 - The contact information for all other Drivers who have operated the vehicle in past 14 days must also be provided to the state and local health department.
 - In the case of an employee or Driver showing symptoms while on the site, operators must notify workers in the surrounding areas or who may have been affected immediately with information

on where the individual has been throughout the site and notify them if the symptomatic person tests positive.

- State and local health departments 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.
 - Drivers 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 associated operator at the time of alert and shall follow all required protocols as if they had been exposed at work. Drivers should not work until cleared to return to work by the local health department.
- Operators and drivers should provide an option for Riders, both who pre-book and those entering street hailed vehicles, to provide contact information so they can be logged and contacted for contact tracing, if necessary.

IV. EMPLOYER PLANS

Operators must conspicuously post completed summary safety plans on site for employees and Drivers. The State has made available a business reopening safety plan template to guide 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/>

New York City Taxi and Limousine Commission COVID-19 Information Website
<https://www1.nyc.gov/site/tlc/Drivers/coronavirus-information.page>

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>