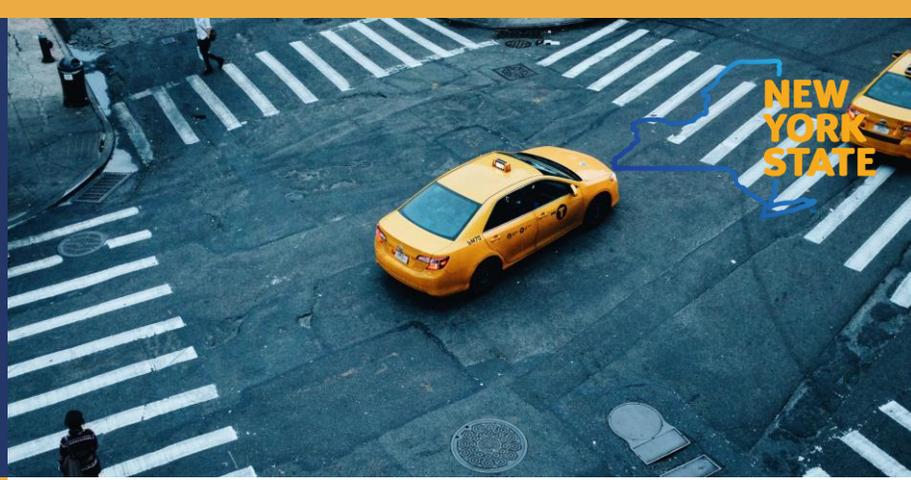




# Reopening New York



## Private Auto Transportation Guidelines

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). See "[Interim COVID-19 Guidance for Private Auto Transportation Activities](#)" for full details.

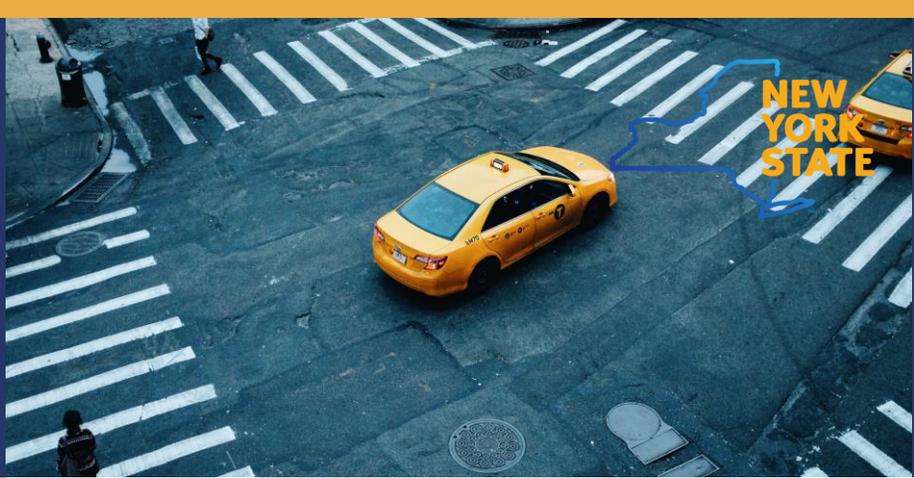
During the COVID-19 public health emergency, all owners/operators of private auto transportation businesses should stay up to date with any changes to state and federal requirements related to private auto transportation entities and incorporate those changes into their operations. This guidance is not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

	Mandatory	Recommended Best Practices
<b>Physical Distancing</b>	<ul style="list-style-type: none"> <li>✓ Ensure 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.</li> <li>✓ Ensure a distance of at least 6 ft. 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.</li> <li>✓ Drivers must wear an acceptable face covering at all times while a Rider is in the vehicle, provided they are able to medically tolerate such covering.</li> <li>✓ Riders over the age of 2 and able to medically tolerate a face covering must wear one throughout the entire journey, regardless of physical distance.</li> <li>✓ Ensure that for any private auto transportation vehicle, the workforce presence is limited to only individuals necessary to operate the vehicle (e.g. Driver).</li> <li>✓ If partitions (e.g., plastic shielding walls) are installed, Drivers must use them at all times</li> <li>✓ Prohibit separate parties from sharing a ride (e.g. Uber Pool, etc.) in which individuals from different parties are matched or paired for a ride.</li> <li>✓ Ensure that Riders only sit in the back seat(s) of the vehicle, and not the front passenger seat.</li> <li>✓ Ensure that the vehicle only picks up as many individuals that fit in the back seat(s) of the vehicle.</li> <li>✓ Ensure that all Riders in the car at one time are from the same party (Riders may be from different households).</li> <li>✓ Increase ventilation with outdoor air to the greatest extent possible, while maintaining safety protocols. <ul style="list-style-type: none"> <li>• When the vehicle's windows cannot be opened, avoid using the recirculated air option for the car's ventilation during Rider transport; use car's vents to bring in fresh outside air.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Modify and/or restrict the number of workspaces and seating areas in garages and parking areas so that individuals are at least 6 ft. apart in all directions and are not sharing workstations without cleaning between use.</li> <li>✓ Encourage social distancing by limiting occupancy or closing non-essential amenities and communal areas that do not allow for distancing protocols.</li> <li>✓ Limit on-site interactions and movements in garages/parking areas.</li> <li>✓ Stagger worker schedules to observe social distancing for any gathering.</li> <li>✓ Encourage Riders to use touchless payment options or pay ahead.</li> <li>✓ Install approved physical barriers, such as plastic shielding walls that do not negatively affect air flow, heating, cooling or ventilation, between Drivers and Riders.</li> </ul>

WEAR A MASK.

GET TESTED.

SAVE LIVES.



# Reopening New York

## Private Auto Transportation Guidelines

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). See "[Interim COVID-19 Guidance for Private Auto Transportation Activities](#)" for full details.

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

	Mandatory	Recommended Best Practices
Physical Distancing (Cont'd)	<ul style="list-style-type: none"> <li>✓ Make sanitizer or disinfecting wipes available next to equipment if amenities and communal areas are open.</li> <li>✓ Put in place practices for adequate social distancing in small areas at garages/parking areas, such as restrooms and breakrooms. Develop signage and systems to restrict occupancy when social distancing cannot be maintained.</li> <li>✓ Encourage Riders and Drivers to exchange cash or credit cards by placing in a receipt tray rather than by hand. Wipe any pens, counters, or surfaces between use.</li> <li>✓ Establish designated areas for pickups and deliveries at garages/parking areas.</li> </ul>	
Protective Equipment	<ul style="list-style-type: none"> <li>✓ Ensure that anyone utilizing or operating private auto transit vehicles wears an acceptable face covering at all times while a Rider is in the vehicle. Private transportation companies including transportation network companies shall also provide face coverings to contractors, including independent contractors.</li> <li>✓ Ensure all Riders that are over age 2 and medically able to tolerate face coverings wear them throughout their entire journey, regardless of physical distance. Put in place measures to remind Riders to wear face coverings throughout their entire journey.               <ul style="list-style-type: none"> <li>• Drivers may refuse to continue the journey or deny access unless the individual puts on a face covering.</li> <li>• Riders asked to leave the vehicle should be dropped off at a safe location.</li> </ul> </li> <li>✓ Acceptable face coverings include but are not limited to cloth, surgical masks, N95 respirators, and face shields.</li> <li>✓ Clean, replace, and prohibit sharing of face coverings. Consult the CDC <a href="#">guidance</a> for additional information on cloth face coverings and other types of PPE, as well as instructions on use and cleaning.</li> <li>✓ Train employees on how to don, doff, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Limit sharing of vehicles among Drivers, to the extent possible.</li> </ul>

WEAR A MASK.

GET TESTED.

SAVE LIVES.



# Reopening New York



## Private Auto Transportation Guidelines

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). See "[Interim COVID-19 Guidance for Private Auto Transportation Activities](#)" for full details.

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

	Mandatory	Recommended Best Practices
Protective Equipment (Cont'd)	<ul style="list-style-type: none"> <li>✓ Limit the sharing of objects and discourage touching of shared surfaces; 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.</li> </ul>	
Hygiene, Cleaning, and Disinfection	<ul style="list-style-type: none"> <li>✓ Adhere to hygiene, cleaning, and disinfection requirements as advised by the CDC and DOH, including "<a href="#">Guidance for Cleaning and Disinfection of Private Auto and Private Facilities for COVID-19</a>" and the "<a href="#">STOP THE SPREAD</a>" poster. Maintain logs for vehicles and garage facilities that include the date, time, and scope of cleaning and disinfection.</li> <li>✓ Provide and maintain hand hygiene stations on site at garages/parking areas as follows:               <ul style="list-style-type: none"> <li>• For handwashing: soap, running water, disposable paper towels.</li> <li>• For hand sanitizing: alcohol-based sanitizer containing at least 60% alcohol.</li> </ul> </li> <li>✓ Clean and disinfect high touch surfaces after every ride if hand sanitizer is not provided.</li> <li>✓ Display signage in garages/parking areas and vehicles, indicating that visibly soiled hands should be washed with soap and water.</li> <li>✓ Provide appropriate cleaning supplies for shared and frequently touched surfaces and encourage garage employees and Drivers to use them, before and after use of these surfaces, followed by hand hygiene.</li> <li>✓ Ensure vehicles are thoroughly cleaned and disinfected at the end of every Driver's shift, at a minimum.</li> <li>✓ Put in place hygiene stations between use, supply disposable gloves, and/or set limits on the number of employees who may use machinery if cleaning or disinfecting products causes safety hazards or degrades the material or machinery.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Provide hand sanitizer of at least 60% alcohol to Drivers and Riders in private auto transportation vehicles.</li> <li>✓ Encourage Riders to sanitize their hands as they enter and exit the vehicle.</li> <li>✓ Place receptacles around the building for disposal of soiled items, including PPE.</li> <li>✓ Adjust hours as necessary to enable enhanced cleaning and disinfection procedures.</li> </ul>

WEAR A MASK.

GET TESTED.

SAVE LIVES.



# Reopening New York



## Private Auto Transportation Guidelines

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). See "[Interim COVID-19 Guidance for Private Auto Transportation Activities](#)" for full details.

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

	Mandatory	Recommended Best Practices
Hygiene, Cleaning, and Disinfection (Cont'd)	<ul style="list-style-type: none"> <li>✓ Ensure that equipment, and tools, and vehicles are regularly cleaned and disinfected using registered disinfectants, including at least as often as workers garage employees change workstations or move to a new set of tools, or Drivers change vehicles. Refer to the Department of Environmental Conservation (DEC) <a href="#">products</a>.</li> <li>✓ Provide for the cleaning of exposed areas in the event an employee, Driver, or Rider is confirmed to have COVID-19, with such cleaning to include, at a minimum, all heavy transit areas and high-touch surfaces. Follow <a href="#">CDC guidelines</a> on cleaning your facility after a suspected or confirmed case.</li> <li>✓ Prohibit shared food and beverages among workers, as well as prohibit Drivers from offering food, beverage, or electronic items to Riders.</li> </ul>	
Communication	<ul style="list-style-type: none"> <li>✓ Affirm you have reviewed and understand the state-issued industry guidelines, and that you will implement them.</li> <li>✓ Develop a communications plan for Drivers, employees, and Riders that includes applicable instructions, training, signage, and a consistent means to provide information.</li> <li>✓ 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.</li> <li>✓ Encourage individuals to adhere to CDC and DOH guidance regarding PPE through verbal communication.</li> <li>✓ 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.</li> <li>✓ Conspicuously post completed summary safety plans on site.</li> </ul>	

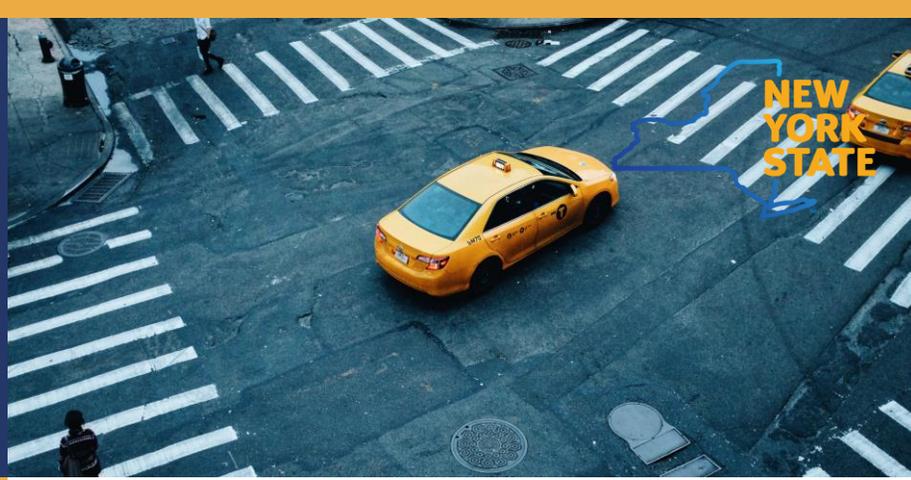
WEAR A MASK.

GET TESTED.

SAVE LIVES.



# Reopening New York



## Private Auto Transportation Guidelines

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). See "[Interim COVID-19 Guidance for Private Auto Transportation Activities](#)" for full details.

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

	Mandatory	Recommended Best Practices
Screening	<ul style="list-style-type: none"> <li>✓ 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.</li> <li>✓ Screening must ask about, at minimum whether the individual has: (1) knowingly been in close contact in the past 14 days with anyone who has tested positive for or has had COVID-19 <a href="#">symptoms</a> (2) tested positive for COVID-19 in the past 14 days (3) experienced any symptoms of COVID-19 in the past 14 days; and/or (4) traveled within a state with significant community spread for longer than 24 hours within the past 14 days.</li> <li>✓ Refer to DOH <a href="#">travel advisory</a> for the most up to date information on states with significant spread of COVID-19 and quarantine requirements.</li> <li>✓ Require employees and Drivers to immediately disclose if and when their responses to screening questions changes, such as if they begin to experience symptoms, including during or outside work hours.</li> <li>✓ Ensure any personnel performing screening are appropriately protected from exposure to potentially infectious employees or Drivers.</li> <li>✓ Ensure employees or Drivers who screen positive for COVID-19 symptoms are not allowed to enter the workplace or access a vehicle and are sent home with instructions to contact their healthcare provider for assessment and testing.</li> <li>✓ Immediately notify the state and local health departments about any positive case by an employee or Driver at the site, or Drivers and Riders in vehicles.</li> <li>✓ Designate a central point of contact, 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 are experiencing symptoms.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Coordinate in-person screening to prevent individuals from intermingling in close or proximate contact prior to completion of the screening.</li> <li>✓ Perform screening remotely before people arrive, where possible.</li> <li>✓ Temperature checks may also be conducted per U.S. Equal Opportunity Commission or DOH guidelines.</li> <li>✓ Refer to DOH <a href="#">guidance</a> regarding protocols and policies for garage employees and Drivers seeking to return to work after a suspected or confirmed case of COVID-19 or after the garage employee or Driver had close or proximate contact with a person with COVID-19.</li> <li>✓ 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.</li> <li>✓ 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.</li> </ul>

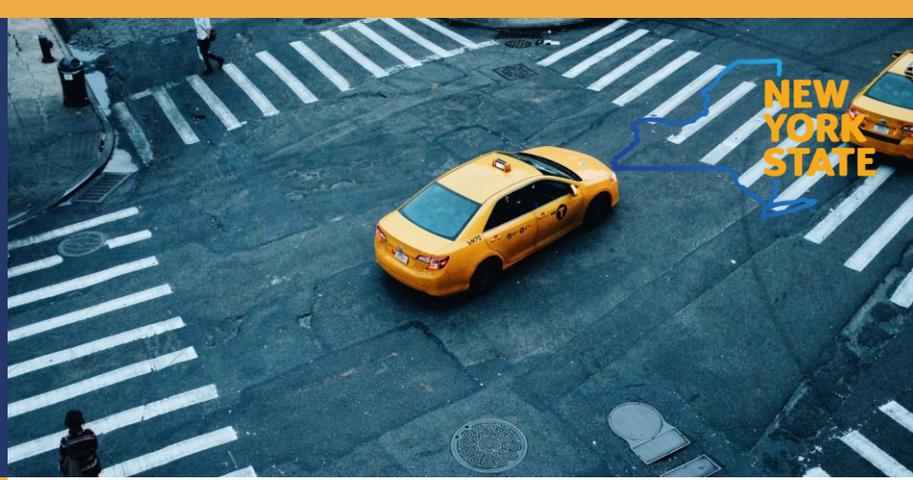
WEAR A MASK.

GET TESTED.

SAVE LIVES.



# Reopening New York



## Private Auto Transportation Guidelines

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). See "[Interim COVID-19 Guidance for Private Auto Transportation Activities](#)" for full details.

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

	Mandatory	Recommended Best Practices
Screening (Cont'd)	<ul style="list-style-type: none"> <li>✓ In the case of an employee, Driver, or Rider testing positive, cooperate with the state and local health departments as required to trace all contacts in the workplace, all individuals who entered the garage, and all Drivers or Riders who entered the vehicle dating back 48 hours before the individual experienced symptoms or tested positive, whichever is earlier.               <ul style="list-style-type: none"> <li>• Provide contact information for all Drivers who operated the vehicle in the past 14 days.</li> <li>• Notify workers in surrounding areas who may have been affected.</li> </ul> </li> <li>✓ Ensure individuals that have come in close contact with a person with COVID-19 self-report to their employer at the time of the alert and follow the protocols mentioned above.               <ul style="list-style-type: none"> <li>• Drivers are required to self-report to their operator at the time of alert and shall follow all protocols as if they had been exposed at work.</li> </ul> </li> </ul>	