



# Reopening New York



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## Trade Schools & Private Instruction Guidelines for Employers and Employees

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	Mandatory	Recommended Best Practices
<b>Physical Distancing</b>	<ul style="list-style-type: none"> <li>✓ Ensure that the workforce and customer/student presence is limited to no more than 50% of the maximum occupancy, inclusive of employees and customers/students, both of whom must only be permitted entry into the school or facility if they wear an acceptable face covering, provided that the individual is over age 2 and able to medically tolerate such covering.</li> <li>✓ Ensure individuals, inclusive of employees and customers/students, maintain a distance of at least 6 ft. at all times, unless such individuals are members of the same family/household or the core activity requires a shorter distance, in which case individuals must wear an acceptable face covering.</li> <li>✓ Ensure desk arrangements allow for at least 6 ft. between customers/students, unless physical barriers are installed or adjacent desks are closed off.</li> <li>✓ Monitor and control the flow of employee and customer/student traffic into and within the facility to ensure adherence to maximum capacity and social distancing requirements.</li> <li>✓ Put in place practices for adequate social distancing in small areas (e.g., restrooms, breakrooms) and develop signage and systems to restrict occupancy when social distancing cannot be maintained.</li> <li>✓ Ensure the cashier or check-in staff wears a face covering.</li> <li>✓ If non-essential amenities and communal areas are open, make hand sanitizer or disinfecting wipes available near such amenities (e.g., vending machines, communal coffee stations).</li> </ul>	<ul style="list-style-type: none"> <li>✓ Modify the use and/or restrict the number of workstations and employee seating areas, so that individuals are at least 6 ft. apart in all directions (e.g., side-to-side and when facing one another) at all times.</li> <li>✓ Install physical barriers (e.g., plastic shielding walls) in accordance with <a href="#">OSHA guidelines</a>.</li> <li>✓ Implement touchless check-in and payment options or pay ahead or reserve options to be used by customers/students, when available.</li> <li>✓ Maintain a staffing plan that does not require employees to "float" between different classrooms or groups of customers/students.</li> <li>✓ Stagger schedules for employees to observe social distancing (i.e., 6 ft. of space) for any gathering.</li> <li>✓ Modify layouts and reduce bi-directional foot traffic by posting signs with arrows in narrow aisles, hallways, or spaces.</li> <li>✓ Provide clearly designated, separate entrances and exits, to the extent practicable.</li> <li>✓ Post signage and distance markers denoting spaces of 6 ft. in all commonly used areas indoors for employees and any areas in which lines are commonly formed or people may congregate.</li> <li>✓ Encourage social distancing by limiting occupancy or closing non-essential employee amenities and communal areas that do not allow for appropriate social distancing.</li> <li>✓ Arrange customer/student waiting areas (e.g., lines, parking areas) to maximize social distance among other people and minimize interaction with others in the area.</li> </ul>

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	Mandatory	Recommended Best Practices
<b>Physical Distancing (Cont'd)</b>	<ul style="list-style-type: none"> <li>✓ Lessons that are held in small, enclosed settings must allow for one customer/student and one instructor at a time (e.g., within a vehicle).</li> </ul>	<ul style="list-style-type: none"> <li>✓ Structure group activities or classes in a manner that avoids bringing non-associated persons or groups (e.g., families, households, parties) within close contact or proximity of each other.</li> <li>✓ Consider a mix of traditional in-person and remote classes depending on student needs (e.g., vulnerable populations), technological capabilities, and capacity limits.</li> <li>✓ Discourage walk-in class offerings, and implement advance class sign-up policy, where applicable.</li> <li>✓ Customers/students that make appointments in advance should be asked to wait in cars or outside the location at least 6 ft. away until their appointment time.</li> <li>✓ Ensure all private, one-on-one lessons (e.g., driving, flight, music, and/or language lessons) are by-appointment only.</li> <li>✓ For businesses providing in-home services (e.g., in-home tutoring), provide designated times for service that do not overlap.</li> <li>✓ Adjust hours of operation as necessary to enable enhanced cleaning procedures, per <a href="#">DOH guidance</a></li> </ul>
<b>Protective Equipment</b>	<ul style="list-style-type: none"> <li>✓ Ensure that employees and customers/students are only permitted entry into the facility if they wear an acceptable face covering, provided that they are over age 2 and able to medically tolerate such covering.               <ul style="list-style-type: none"> <li>• Face coverings must not be worn for activities occurring in aquatic settings (e.g., lifeguard training).</li> </ul> </li> <li>✓ Ensure that employees wear acceptable face coverings when within 6 ft. of another person and any time they interact with customers/students regardless of distance.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Allow employees to use alternative PPE (i.e., face coverings that are transparent at or around the mouth) for instruction that requires visualization of the movement of the lips and/or mouth (e.g., speech therapy). These alternative coverings may also be used for certain students (e.g., hearing impaired) who benefit from being able to see more of the face of the faculty or staff member.</li> </ul>

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	Mandatory	Recommended Best Practices
Protective Equipment (Cont'd)	<ul style="list-style-type: none"> <li>✓ Ensure that customers/students wear face coverings whenever they are in common areas or scenarios where it may be difficult to maintain 6 ft. of distance and whenever customers/students are within 6 ft. of individuals who are not in their household/party.</li> <li>✓ Provide employees with an acceptable face covering at no-cost to the employee.</li> <li>✓ Acceptable face coverings include but are not limited to cloth (e.g., homemade sewn, quick cut), surgical masks, and face shields.</li> <li>✓ Clean, replace, and prohibit sharing of face coverings, in accordance with <a href="#">CDC guidance</a>. Advise employees and customers/students to regularly clean or replace their face coverings if they become wet or soiled.</li> <li>✓ Limit the sharing of objects, and the touching of shared surfaces; or, require employees to wear gloves (trade-appropriate or medical) when in contact with shared objects or frequently touched surfaces; or, require employees to sanitize or wash their hands before and after contact.</li> <li>✓ Ensure gloves are worn while handling any food products.</li> <li>✓ Employers must train employees on how to put on, take off, clean and discard PPE, including face coverings.</li> </ul>	
Hygiene, Cleaning, and Disinfection	<ul style="list-style-type: none"> <li>✓ Adhere to hygiene, cleaning, and disinfection requirements from the <a href="#">Centers for Disease Control and Prevention</a> (CDC) and <a href="#">Department of Health</a> (DOH) and maintain logs on site that document date, time, and scope of cleaning and disinfection.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Encourage customers/students to perform hand hygiene upon entering and before leaving the facility.</li> <li>✓ 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.</li> </ul>

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<b>Hygiene, Cleaning, and Disinfection (Cont'd)</b>	<ul style="list-style-type: none"> <li>✓ Provide and maintain hand hygiene stations throughout the facility, including handwashing with soap, running warm water, and disposable paper towels as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible, and in common areas (e.g., classroom entrances, exits).</li> <li>✓ Regularly clean and disinfect the facility, high risk areas, and equipment, tools, and materials, at least daily using Department of Environmental Conservation (DEC) <a href="#">products</a> identified by the Environmental Protection Agency (EPA) as effective against COVID-19.</li> <li>✓ Ensure employees clean and disinfect all returned equipment and/or materials (e.g., writing utensils) after each use or as frequently as possible.</li> <li>✓ Require proper hand hygiene from employees and customers/students prior to handling shared books and paper materials.</li> <li>✓ Prohibit sharing of equipment or instruments which require individuals to blow into them (e.g., wind instruments) without thorough cleaning and disinfection between users.</li> <li>✓ Shared workstations (e.g., "hot-desks") must be cleaned and disinfected between users.</li> <li>✓ Ensure all vehicles and/or planes are disinfected following each use, front and back seat areas included, regardless of seating during the previous use.</li> <li>✓ Ensure that, for activities involving the handling of shared objects (e.g., payment devices, white boards markers), areas (e.g., seating areas, restrooms), and/or surfaces (e.g., doors, desks), such areas and objects are cleaned and disinfected daily, at a minimum.</li> <li>✓ Prohibit shared food and beverages among employees (e.g., self-serve meals and beverages).</li> </ul>	<ul style="list-style-type: none"> <li>✓ Place receptacles around the facility for disposal of soiled items, including PPE.</li> <li>✓ Provide appropriate cleaning and disinfection supplies for shared and frequently touched surfaces and equipment. Encourage employees to use these supplies.</li> <li>✓ Encourage customers/students to limit their use of facility-owned equipment/materials throughout the duration of the activity.</li> <li>✓ Encourage customers/students to bring their own equipment/materials (e.g., writing utensils, textbooks).</li> <li>✓ Leave cleaning and disinfection supplies next to desks for customers/students to use before they begin class.</li> <li>✓ Implement a system where all temporary use equipment/materials need to be "checked-out" by a customer before being handled.</li> <li>✓ Clean and wipe down books with plastic covers and digital media with disinfectant wipes.</li> <li>✓ Use disposable steering wheel covers and/or seat covers and replace after each use to reduce the possibility of contamination in vehicles and/or planes, where possible.</li> <li>✓ Where practicable, place seat covers on cloth seats or other seats that may be more difficult to clean and disinfect. These seat covers should be cleaned between usage, or every four hours at a minimum.</li> </ul>



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Communication	<ul style="list-style-type: none"> <li>✓ Affirm you have reviewed and understand the state-issued industry guidelines, and that you will implement them.</li> <li>✓ Post signage inside and outside of the facility to remind individuals to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfection protocols.</li> <li>✓ Conspicuously post completed safety plans on site.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Develop a communications plan for employees, and customers/students that includes applicable instructions, training, signage, and information. Consider developing webpages, text and email groups, and social media campaigns.</li> </ul>
Screening	<ul style="list-style-type: none"> <li>✓ Implement mandatory daily health screening practices (e.g., questionnaire, temperature check) for employees, and, where practicable, contractors and vendors, but such screening shall not be mandated for customers/students and delivery personnel.</li> <li>✓ Screening must ask about, at minimum: (1) COVID-19 <a href="#">symptoms</a> in past 14 days, (2) positive COVID-19 diagnostic test in past 14 days, (3) close contact with confirmed or suspected COVID-19 case in past 14 days; and/or (4) travel within a state with significant community spread of COVID-19 for longer than 24 hours within the past 14 days.</li> <li>✓ Require employees to immediately disclose if and when their responses to any of the aforementioned questions changes.</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>✓ An individual who screens positive for COVID-19 symptoms must not be allowed to enter the facility and employees who screen positive must be sent home with instructions to contact their healthcare provider for assessment and testing.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Encourage customers/students to complete a health screening and/or provide contact information for contact tracing. Consider offering a method for customer/students to opt-in to a contact tracing program, as practicable.</li> <li>✓ Perform screening remotely (e.g., by telephone or electronic survey), before the individual reports to the school or facility, where possible.</li> <li>✓ Prevent individuals from intermingling in close contact with each other prior to completion of the screening.</li> <li>✓ Screeners should be trained by employer-identified individuals familiar with CDC, DOH, and OSHA protocols and wear appropriate PPE.</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 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.</li> </ul>

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Screening (Cont'd)	<ul style="list-style-type: none"> <li>✓ Immediately notify state and local health departments of any confirmed cases of COVID-19.</li> <li>✓ Designate a site safety monitor whose responsibilities include compliance with all aspects of the safety plan.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Maintain a log of every person, including employees, contractors and vendors, who may have had close contact with other individuals at the facility; excluding customers/students 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.</li> </ul>

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