



**NEW
YORK
STATE**

Reopening New York

Wholesale Trade Guidelines for Employers and Employees

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

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

Mandatory

Physical Distancing

- ✓ Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance.
- ✓ Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
- ✓ For any work occurring indoors, restrict workforce presence to no more than 50% max occupancy for a particular area as set by the certificate of occupancy, excluding supervisors in this calculation, unless a facility requires more employees to safely operate core functions (e.g. supplying critical goods) and additional mitigation strategies are implemented (e.g. face coverings at all times).
- ✓ Limit in-person employee gatherings (e.g. team huddles, daily check-ins, meetings) as much as possible.
- ✓ Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

Recommended Best Practices

- ✓ Create additional space for employees by limiting in-person presence to only personnel necessary for the current task(s), adjusting workplace hours, staggering arrival/departure times, creating A/B teams, and/or scheduling only one team in an area at a time.
- ✓ Modify the use and/or restrict the number of work spaces and employee seating areas to maintain 6 ft. distance and avoid multiple crews and/or teams working in one area. If not feasible, provide and require face coverings or enact physical barriers (e.g. plastic shielding walls), in accordance with [OSHA guidelines](#), in areas where they would not impair air flow, heating, cooling, or ventilation.
- ✓ Segment and batch activities, where possible, to reduce the number of hands touching products at the same time. Have one employee do all of the packing, another employee shrink wrap and seal boxes, and a separate employee load the truck.
- ✓ Reduce bi-directional foot traffic by posting signs with arrows in narrow aisles, hallways, or spaces.
- ✓ Use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- ✓ Implement a no walk-in policy and instruct retailers to place orders online or via phone. Conduct product inspection remotely, using video technology.
- ✓ Have employees work from home whenever possible.
- ✓ Prohibit non-essential visitors on the site.
- ✓ Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations).
- ✓ Small (e.g. elevators, commercial refrigerators/freezers) should be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, keep occupancy under 50% of maximum capacity.

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	Mandatory	Recommended Best Practices
Protective Equipment	<ul style="list-style-type: none"> ✓ Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement. ✓ Acceptable face coverings include but are not limited to cloth (e.g. homemade sewn, quick cut, bandana) and surgical masks, unless the nature of the work requires stricter personal protective equipment (PPE) (e.g. N95 respirator, face shield). ✓ Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded. ✓ If product inspection is needed, all parties must wear cloth masks and gloves to inspect and touch merchandise, as well as sanitize their hands before and after inspection. ✓ Limit the sharing of objects (e.g. forklifts, ordering devices) and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact. 	
Hygiene, Cleaning and Disinfection	<ul style="list-style-type: none"> ✓ Adhere to hygiene, cleaning, and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning and disinfection logs on site that document date, time, and scope of cleaning and disinfection. ✓ Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible. ✓ Provide and encourage employees to use cleaning/disinfecting supplies before and after use of shared and frequently touched surfaces, followed by hand hygiene. ✓ Sanitize hands before and after transferring a load (e.g. truckload) of merchandise. 	<ul style="list-style-type: none"> ✓ Wherever possible, increase ventilation of outdoor air (e.g. opening windows and doors) while maintaining safety precautions. ✓ Encourage employees to bring lunch from home and reserve adequate space for employees to observe social distancing while eating meals.

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

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Screening	<ul style="list-style-type: none"> ✓ Implement mandatory health screening practices (e.g. questionnaire, temperature check) for employees asking about (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close or proximate contact with confirmed or suspected COVID-19 case in past 14 days. ✓ An individual who screens positive for COVID-19 symptoms must not be allowed to enter the location and must be sent home with instructions to contact their healthcare provider for assessment and testing. ✓ Immediately notify state and local health departments of confirmed positive cases. ✓ Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case. ✓ 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. 	<ul style="list-style-type: none"> ✓ Perform screening remotely (e.g. by telephone or electronic survey), before reporting to the site, to the extent possible. ✓ Refer to CDC guidance on "Symptoms of Coronavirus" for the most up to date information on symptoms associated with COVID-19. ✓ Screeners should be trained by individuals familiar with CDC, DOH, and OSHA protocols and wear appropriate PPE, including at a minimum, a face covering. ✓ Refer to DOH guidance 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. ✓ Maintain a continuous log of every person, including workers and visitors, who may have close or proximate contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means.

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