

Offices

If you operate an office in New York City, new mandates from New York State require you to do the following at the start of Phase 2:

- **Develop a [Safety Plan](#)** and post it at your work site.
- **Read [New York State \(NYS\) guidelines](#)** and affirm compliance.
- The State requires that you **affirm that you have reviewed and understand the State-issued industry guidelines** and that you will implement them. You can fill out the affirmation form [here](#).

View the full list of requirements on the State website to make sure you are in compliance, and protect your employees and customers by taking the following steps to prevent the spread of COVID-19. These are some examples of best practices.

1. Stay Home if Sick

Unless you are leaving for essential medical care ([including testing](#)) or other essential errands, stay home if you are sick.

- Consider implementing leave policies that encourage employees to stay home if sick.
- Ensure staff have equipment needed to work from home if necessary.
- Leadership should lead by example and stay home if they are sick, and facilitate this culture for employees.
- Perform health screenings remotely, before people arrive, where possible.
- Post the [Stop the Spread](#) poster in employee areas. Additional languages are available on the www.nyc.gov/health/coronavirus website or by calling 311 to order a copy.

2. Keep Physical Distance

Stay at least 6 feet away from other people.

- Have staff who are able to do so telework for as long as possible, and management should lead by example in doing this – this protects people who must attend work in person.
- Modify or reconfigure work areas to ensure staff are 6ft apart, or consider marking 6 feet distance circles around workstations.
- Use digital or remote options for meetings whenever possible.
- Close communal areas and amenities that promote gathering.
- Stagger work schedules and consider limiting non-essential travel.
- Encourage people to bring lunch or meet food delivery outside the building .
- Facilitate deliveries to lobby at staggered times.

3. Wear a Face Covering

Protect those around you. You can be contagious without symptoms and spread the disease when you cough, sneeze or talk. A face covering may help reduce the spread of COVID-19.

- Maintain an adequate supply of face coverings for employees and visitors.
- Provide face coverings to clients or others coming in without one.

4. Practice Healthy Hand Hygiene

Wash your hands often with soap and water or use hand sanitizer if soap and water are not available; clean frequently touched surfaces regularly; avoid touching your face with unwashed hands; and cover your cough or sneeze with your sleeve, not your hands.

- Encourage frequent hand washing [with signage](#).
- Avoid using furniture that isn't easily cleaned or disinfected.
- Wherever possible, increase ventilation of outside air.
- Provide hand sanitizer in multiple locations throughout the office.
- Encourage people to bring their own utensils and cups.

The NYC Department of Health and Mental Hygiene (DOHMH) has created plain language Frequently Asked Questions for [each sector re-opening in Phase 2](#), in adherence with the New York State guidance.

Additionally, the Department of Small Business Services (SBS) and the Department of Consumer and Workforce Protection has created [this simple flyer](#) for businesses and workers.