



Steuben County Public Health

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Business Reopening Planning Best Practices

While we are awaiting official guidance from New York State regarding Business Reopening Plan requirements, Steuben County would like to share the following information as Best Practices for businesses that are engaged in planning efforts.

- Incorporate social distancing measures including but not limited to:
 - Limiting building capacity by half – if your building capacity is 10, consider reducing to 5;
 - Maintain 6 ft. distance and wear masks when unable to maintain 6 ft. distance;
 - Stagger shifts;
 - Close or restrict common areas to reduce density;
 - Promote telework and rotate “office days” for shared offices;
 - Install physical dividers (e.g. plexiglass shields);
 - Limit non-essential travel for work;
 - Designate separate entrance and exit doors, if possible;
 - Ask customers to wait in vehicle and call them in for service
- Require face coverings for staff and customers.
- Provide clear return-to-work policies and procedures for employees, and establish two-way communications to promote awareness and reduce fear.
- Allow high-risk/vulnerable individuals flexibility, work from home options, or to continue to self-quarantine without repercussions.
- Acquire cleaning supplies, hand sanitizer, masks/face coverings, and gloves.
- Implement personal protective measures with the use of handwashing/hand sanitizer to limit the spread of the virus and protect employees and customers.
- Intensify cleaning activities. For example, either twice per day or after every appointment/visitor.

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- Consider conducting temperature checks for staff and visitors. Anyone with a fever of 100 degrees or more should not be allowed inside.
- Accept over the phone payment with credit card so there is no exchange of cash or handling cards.
- Examples of industry specific reopening guidance can be found at the Steuben County IDA COVID 19 Resource Page: <https://www.steubencountyida.com/docs/2020/03/31/useful-tools-for-our-business-community/>