

Reopening Together: WNY Arts vs. COVID-19

Tuesday, June 2, 2020

1:00 pm

Overview of state guidelines, regulations, and requirements for reopening from [forward.ny.gov](https://www.forward.ny.gov).

ASI cannot provide legal advice. This program is intended to be educational and inform you of the resources that are available. The guidelines for reopening are set by New York State and are being constantly updated.

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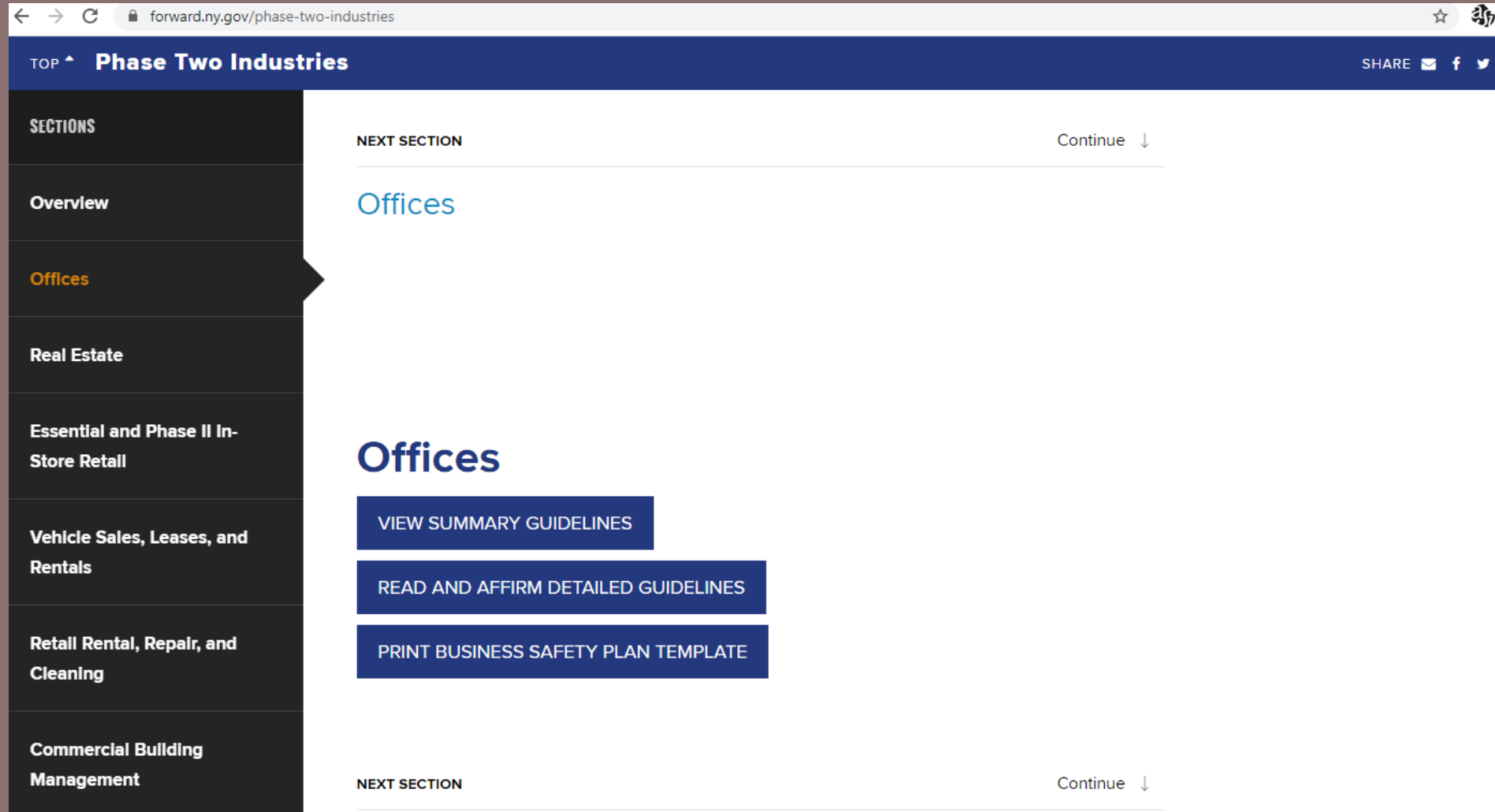
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Phase 2 Industries: Offices, In-Store Retail, Commercial Bldg Mgmt



The screenshot shows a web browser at the URL forward.ny.gov/phase-two-industries. The page has a dark blue header with 'TOP ^ Phase Two Industries' and social media share icons. A left sidebar lists sections: Overview, Offices (highlighted), Real Estate, Essential and Phase II In-Store Retail, Vehicle Sales, Leases, and Rentals, Retail Rental, Repair, and Cleaning, and Commercial Building Management. The main content area shows 'NEXT SECTION Continue ↓' at the top, followed by the heading 'Offices' in blue. Below this are three blue buttons: 'VIEW SUMMARY GUIDELINES', 'READ AND AFFIRM DETAILED GUIDELINES', and 'PRINT BUSINESS SAFETY PLAN TEMPLATE'. At the bottom, another 'NEXT SECTION Continue ↓' link is visible.

Phase 4 Industries: Arts, Entertainment, Recreation, and Education

TOP ^ Phase Four Industries SHARE   

SECTIONS

Overview

Overview

The guidelines below apply to non-essential businesses in regions that are permitted to reopen, essential businesses throughout the state that were previously permitted to remain open, and commercial and recreational activities that have been permitted to operate statewide with restrictions. If guidance has not yet been published for your specific industry, but you are permitted to reopen, please refer to the [NY Forward Safety Plan template](#).

Phase Four: Not Open

- Arts / Entertainment / Recreation
- Education

For help determining whether or not your business is eligible to reopen, use the reopen lookup tool. You can also scroll down to find the guidance for each phase.

[NY FORWARD BUSINESS REOPEN LOOKUP TOOL](#)

New York Forward

Needed to Reopen

- Read industry guidelines (once available)
- Sign Affirmation Form on website (once available)
- Complete your business safety plan
- Train your staff on new policies and procedures per safety plan



Department
of Health

NY FORWARD SAFETY PLAN TEMPLATE

Each business or entity, including those that have been designated as essential under Empire State Development's Essential Business Guidance, must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. **This plan does not need to be submitted to a state agency for approval** but must be retained on the premises of the business and must be made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

Business owners should refer to the State's industry-specific guidance for more information on how to safely operate. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please visit: [forward.ny.gov](https://www.forward.ny.gov). If your industry is not included in the posted guidance but your business has been operating as essential, please refer to ESD's [Essential Business Guidance](#). Please continue to regularly check the New York Forward site for guidance that is applicable to your business or certain parts of your business functions.

COVID-19 Reopening Safety Plan

Name of Business:

Industry:

Address:

Contact Information:

Owner/Manager of Business:

Human Resources Representative and Contact Information, if applicable:

I. PEOPLE

Safety Plan Areas of Focus

- Physical Distancing
- Personal Protective Equipment (PPE)
- Cleaning, Hygiene, and Disinfection
- Communication
- Screening and Contact Tracing

Physical Distancing

- No more than 50% capacity in building or office space.
- Ensure 6 feet distance between all people. When this isn't possible, everyone must wear acceptable face coverings.
- Tightly confined spaces (such as elevators, supply closers, personal offices, etc.) should be limited to 1 person at a time.
- Establish designated areas for deliveries and pick up with limited contact.

Physical Distancing

- Work stations should be at least 6 feet apart and cleaned regularly.
- If work stations cannot be modified to be 6 feet apart, acceptable face coverings should be worn or physical barriers installed per OSHA guidelines.
- Limit in-person meetings as much as possible. If necessary, must be held in accordance with physical distancing rules and in an open and well ventilated space.

Physical Distancing – Best Practices

- Limit in-person presence in your venue as much as possible.
- Allow for remote work to continue or create shifts and adjustments to workplace hours to limit capacity.
- Streamline foot traffic in narrow aisles, hallways, and spaces.
“Reducing bi-directional foot traffic.”

Personal Protective Equipment (PPE)

- Must provide appropriate PPE for employees at no cost to employee.
 - Includes acceptable face coverings, face shields, gloves, and gowns as required for safety.
- Acceptable Face Coverings per CDC:
 - Surgical masks
 - Homemade sewn masks
 - Quick cut masks
 - Bandanas

Personal Protective Equipment (PPE)

- Face coverings must be cleaned or replaced by the employer after every use, when soiled, and when damaged.
- Face coverings cannot be shared and must be properly stored.

Cleaning, Hygiene, and Disinfection

- Must have strict cleaning and sanitation process per CDC and Department of Health regulations.
- Must clean at least once a day. Shared items and common/high transit areas more frequently.
- Must keep a cleaning log detailing:
 - Time and date
 - Who did the cleaning
 - Scope of the cleaning

Cleaning, Hygiene, and Disinfection

- Must provide hand washing and hand sanitizing stations.
 - Soap
 - Running warm water
 - Disposable paper towels
 - Lined garbage cans
 - Hand sanitizer containing at least 60% alcohol
- Prohibit or limit use of shared food and beverages.

Cleaning, Hygiene, and Disinfection – Best Practice

- Ventilate space by opening windows and doors.
- Encourage employees to bring lunch from home and provide adequate space for meals and breaks that observes the physical distancing rules.
- Install touch-free amenities – water fountains, trash cans, and hand dryers.

Communication

- Establish and maintain a plan for employees, visitors, patrons, and contractors with a consistent means to update information. Can include:
 - Group Emails
 - Group Texts
 - Webpage dedicated to this information
 - Social Media
- Train your staff on your safety plan and procedures before you open.

Communication

- Post signage throughout venue reminding of physical distancing, hygiene, use of PPE, and cleaning and disinfecting protocols.
- Post physical distancing markers (tape, signage, etc.) denoting 6 feet of space in commonly used areas. Includes:
 - Box Offices/Admissions Counters
 - Gift Shops
 - Bars/Concessions

Communication

- Maintain a log of every employee, visitor, patron, or contractor who has close contact (closer than 6 feet).
- If an employee, visitor, or other person who has been in your building tests positive for COVID-19, you must:
 - Immediately notify state and local health departments
 - Enact contact tracing protocols while maintaining confidentiality per HIPAA laws and regulations

Communication – Best Practices

- Pay attention to the mental health of your staff.
- Hold an open door policy where you can make reasonable accommodations to address concerns about safety and health.

Screening

- Implement a mandatory health screening assessment before employees begin work in your office/venue every single day. Can be temperature check and/or questionnaire.
- For questionnaire, you must ask:
 - If they have knowingly been in close contact with some who has tested positive for COVID-19 in the past 14 days.
 - If they have tested positive for COVID-19 (regardless of whether or not they are showing symptoms) in the past 14 days.
 - If they have experienced any symptoms of COVID-19 in the past 14 days.

Screening

- You must keep a log of all screening assessment responses that must be reviewed daily and must follow HIPAA regulations.
- Screeners (the person/people doing the screening) should be trained and familiar with CDC, Department of Health, and OSHA protocols.
- If screeners are doing in-person temperature checks, s/he must wear appropriate PPE.

If someone gets sick or tests positive for COVID-19

- If someone feels ill before getting to work or your venue, they should stay home and contact their health care professional to get tested.
- If someone feels ill while at work or at your venue, they should leave immediately and contact their health care professional to get tested.
- Employees who test positive for COVID-19 cannot return to work until after a mandatory 14-day quarantine period.

Reopening Planning



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Reopening Planning



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May 31, 2020 | 3:10 pm

Information on Novel Coronavirus

Coronavirus is still spreading in New York. New Yorkers are required to wear a mask and maintain 6 feet distance in public.

[GET THE FACTS >](#)



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New York Forward

[Business Reopening](#)

[Advisory Boards](#)

[Protect Yourself](#)

[Know Your Rights](#)

Reopening New York

All regions of the state except New York City are now in Phase 2 or Phase 1 of reopening.

[PHASE ONE GUIDANCE](#)

[PHASE TWO GUIDANCE](#)



Q&A

Please address any questions specific to your art form or organization to Jen or Holly at jen@asiwny.org or holly@asiwny.org.

Next Week: Different Boats, Same Storm

Tuesday, June 9, 2020

Breakout sessions addressing specific challenges based on art forms and services provided. Two sessions will run concurrently during each time slot.

1 – 2:30 PM: Performing Arts and Literary Arts | Museums, Galleries, and Media Arts

2:45 – 3:45 PM: Outdoor Festivals and Events | Individual Artists

4 – 5 PM: Workshops and Classes | Organizations that don't own their own venue and/or rent other venues