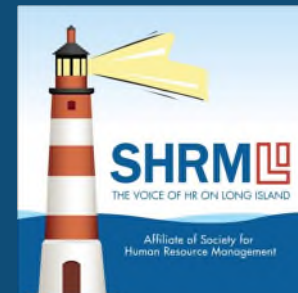


**Last Fridays “Lunch and Learn”  
Webinar:  
Moving (NY) Forward – Reopening the  
Phase 2 Workplace  
May 29, 2020**

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# Introductory Statement

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# NY Forward

## ◆ Phase 1

- Construction; manufacturing; wholesale trade; select retail for curbside pickup only; agriculture; forestry; fishing

## ◆ Phase 2

- Offices; real estate; essential and phase II in-store retail; vehicle sales, leases and rentals; retail rental, repair, and cleaning; commercial building management.

## ◆ Phase 3

- Restaurants and food services

## ◆ Phase 4

- Arts; entertainment; recreation; education

# More on Today's Phase 2 Guidance

- ◆ Overnight, NYS released Phase 2 Guidance. 50% maximum occupancy remains.
- ◆ “Office-Based Work”
  - Business activities where the core function takes place within an office setting. The guidance may apply – but is not limited – to businesses and entities in the following sectors: Professional services, nonprofit, technology, administrative support, and higher education administration (excluding full campus reopening). The guidelines may also apply to business operating parts of a company's business functions under different guidelines (e.g. front office for a construction company).

# More on Today's Phase 2 Guidance

- ◆ “Retail Rental, Repair and Cleaning Activities”
  - electronics repair, equipment rental, clothing rental, laundromats, other clothing/fabric cleaning services, and residential cleaning services.
  
- ◆ “Commercial Building Management”
  - commercial/non-residential property management entities and related activities

# What Must I Do?

- ◆ Business Safety Plan
- ◆ Affirm Detailed Guidelines
- ◆ PPE and Social Distancing Protocols
- ◆ Screening Protocols

# Office Based Work – Screening

- ◆ Temperature checks are permissible, per the EEOC.
- ◆ Employers “**must** implement mandatory daily health screening practices of their employees and, where practicable, visitors, but such screening shall not be mandated for delivery personnel.”
- ◆ Screening practices may be performed remotely (e.g. by telephone or electronic survey), before the employee or visitor reports to the office, to the extent possible; or may be performed on site.

# Office Based Work – Screening

- ◆ Screening should be coordinated to prevent employees or visitors from intermingling in close contact with each other prior to completion of the screening.
- ◆ At a minimum, screening is **required** for all employees or visitors and completed using a questionnaire that determines whether the employee has:
  - knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19;
  - tested positive for COVID-19 in the past 14 days; and/or
  - has experienced any symptoms of COVID-19 in the past 14 days.



# Physical Distancing

- ◆ **Must** limit the number of occupants at any given time to 50% of the maximum occupancy for a particular area as set by the certificate of occupancy.
- ◆ **Must** ensure that a distance of at least six feet is maintained among individuals at all times, unless safety of the core activity requires a shorter distance. Any time individuals must come within six feet of another person, acceptable face coverings must be worn.
- ◆ Modify seating areas arrangements (e.g. chairs, tables) to ensure that individuals are at least six feet apart in all directions (e.g. side-to-side and when facing one another).

# People Distancing

- ◆ Modify or reconfigure the use and/or restrict the number of workstations, employee seating areas, and desks, so that employees are at least six feet apart in all directions (e.g. side-to-side and when facing one another) and are not sharing workstations without cleaning and disinfection between use.
  - If not, **must** provide plastic shielding walls, face coverings, or other physical barrier.
- ◆ Should prohibit the use of small spaces (e.g. elevators, supply rooms, personal offices, vehicles) by more than one individual at a time, unless all individuals in such space at the same time are wearing acceptable face coverings.

# People Distancing

- ◆ Should put in place measures to reduce bi-directional foot traffic using tape or signs with arrows in narrow aisles, hallways, or spaces, and post signage and distance markers in common areas.
- ◆ **Must** post signs throughout the office, consistent with DOH COVID-19 signage.
- ◆ **Must** limit in-person gatherings (e.g. meetings, conferences) to the greatest extent possible and use other methods such as video or teleconferencing whenever possible.

# People Distancing

- ◆ **Must** take measures to reduce interpersonal contact and congregation:
  - limiting in-person presence to only those staff who are necessary to be in the office;
  - adjusting workplace hours;
  - reducing in-office workforce to accommodate social distancing guidelines;
  - shifting design (e.g. A/B teams, staggered arrival/departure times to reduce congestion in lobbies and elevators); and/or
  - avoiding multiple teams working in one area by staggering scheduled tasks and using signs to indicate occupied areas.
- ◆ **Must** establish designated areas for pickups and deliveries, limiting contact to the extent possible.

# PPE

- ◆ In addition to the necessary PPE as required for certain workplace activities, **must** procure, fashion, or otherwise obtain acceptable face coverings and provide such coverings to their employees while at work at no cost to the employee. Maintain an adequate supply of face coverings, masks and other required PPE on hand should an employee need a replacement, or should a visitor be in need.
- ◆ Face coverings **must** be cleaned or replaced after use and may not be shared.
- ◆ **Must** allow employees to use their own acceptable face coverings but cannot require employees to supply their own face coverings.

# PPE

- ◆ **Must** train employees on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings.
  - Think airline safety video. Document training.
- ◆ **Must** advise employees and visitors to wear face coverings in common areas including elevators, lobbies, and when traveling around the office.
- ◆ **Must** put in place measures to limit the sharing of objects, such as laptops, notebooks, touchscreens, and writing utensils, as well as the touching of shared surfaces, such as conference tables; or, require employees to perform hand hygiene before and after contact.

# Cleaning

- ◆ **Must** ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH.
- ◆ **Must** maintain logs that include the date, time, and scope of cleaning and disinfection.
- ◆ **Must** provide and maintain hand hygiene stations on in the office. Check guidelines for specifics.
- ◆ **Must** ensure regular cleaning and disinfecting of restrooms.
- ◆ More rules following confirmation of a COVID-19 positive individual.

# Thank You

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