



REOPENING TOOLKIT

for Local Businesses





LIVE UNITED



of Seneca County



Seneca County
Health Department

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- Seneca Properties
- Fish Woodworks
- Cabin View Alpacas
- Wadhams Enterprises Inc.
- Little Italy
- Knapp Vineyards



GETTING BACK TO BUSINESS

To Our Valued Business Community,

We realize the last few weeks have been difficult for your organization and its workforce. We know that you are anxious to re-open and serve your customers. The purpose of this guide is to provide information and resources that help expedite your business recovery efforts.

All employers need to consider how best to decrease the spread of COVID-19 and lower the impact in their workplace. This may include activities in one or more of the following areas: reduce transmission among employees, maintain healthy business operations, and maintain a healthy work environment.

Our local reopening strategy must be balanced with careful planning and diligent follow through. It must also consider ways to help public health officials do their job in maintaining the safety and welfare of all residents. Please do your part to implement solutions that contribute to a holistic approach.

This guidance is a compilation of best practices and recommendations from more than 40 entities - including leading health experts. Your ability to reopen in a safe and effective manner could have a profound impact on our future ability to prevent another shutdown. We look forward to your reopening and appreciate your diligent efforts to safeguard the business.

Sincerely,
One Seneca Taskforce for Community-wide Reopening



NYS Reopening Eligibility Requirements

Indicators that must be met to open Finger Lakes Region:

Metric



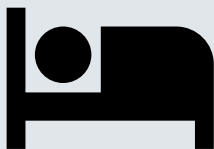
14-day decline in hospitalizations or under 15 new (3-day avg.)



14-day decline in hospital deaths or fewer than 5 (3-day avg.)



New Hospitalizations under 2 per 100k residents (3-day rolling avg.)



More than 30% of available hospital beds available (after elective surgeries)



More than 30% of available ICU hospital beds available



Monthly Coronavirus testing administered to 30 residents per 1k



30 contact tracers per 100k residents



NYS Reopening Schedule



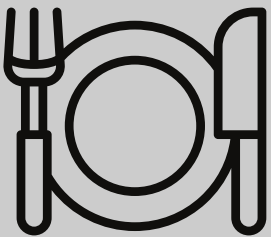
Phase One Industries:

Manufacturing, Construction, Select Retail (using curbside pickup)



Phase Two Industries:

Professional Services, Finance & Insurance, Retail, Admin, Real Estate



Phase Three Industries:

Restaurants & Food Service, Hotels & Accommodations

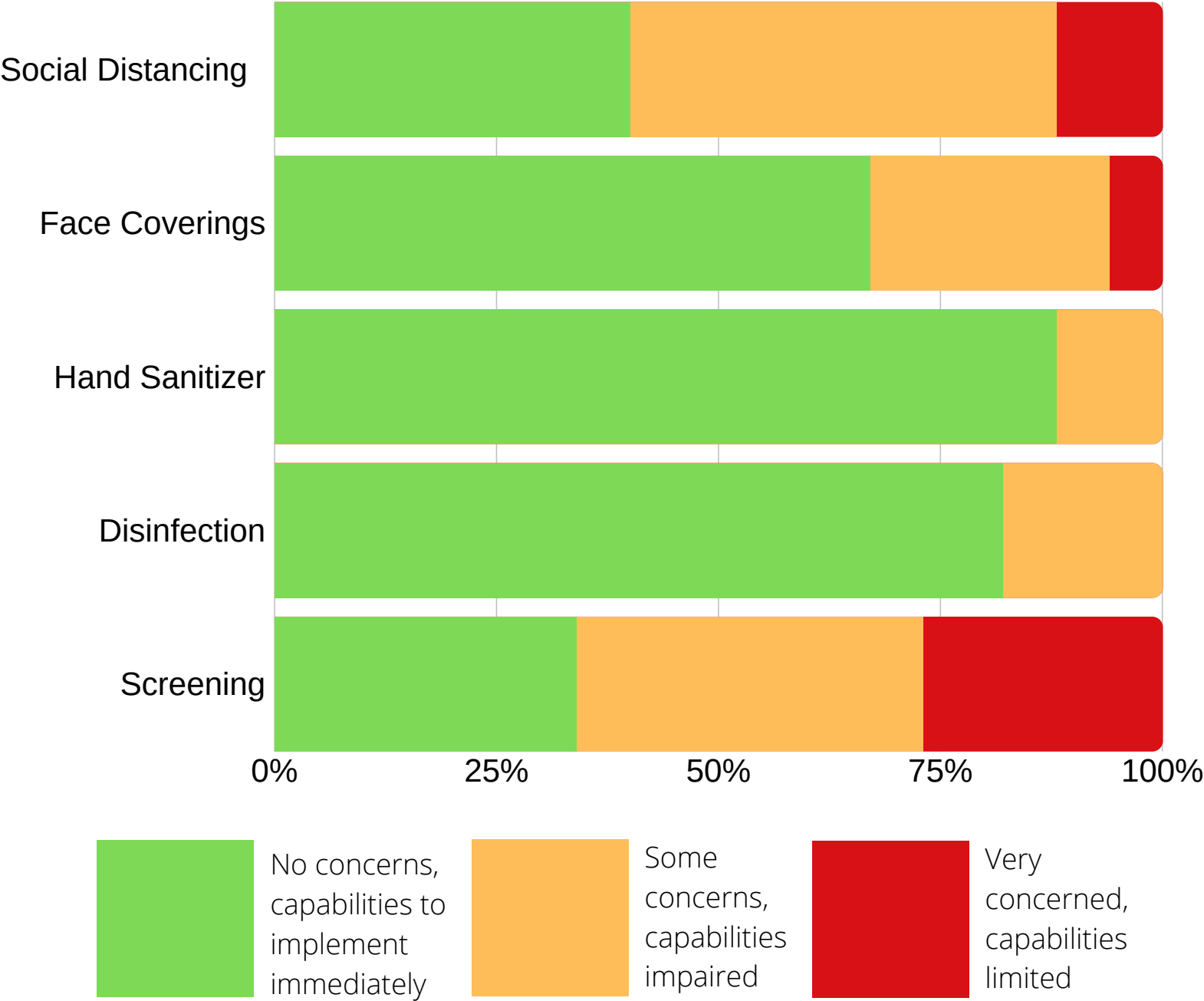


Phase Four Industries:

Arts, Entertainment, Recreation & Education

Seneca County Business Readiness Survey

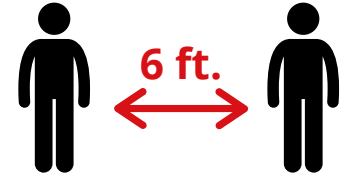
Seneca County Chamber surveyed approximately 600 businesses from April 12-18. Respondents offered their outlook on important future operational considerations.



Essential Elements for Reopening Business

1

Social Distancing



Guidance for Businesses:

Encourage and facilitate 6-foot distancing, when possible, inside of the business for all patrons.

For Worksites:

Discourage shared spaces (phones, desks). Avoid gatherings of more than 10 people. Reduce maximum building capacity.

For Employees:

Encourage/enable remote work whenever possible. Minimize all in-person meetings. Phase shifts and breaks to reduce employee density (flex hours).

For Customers:

Provide signage detailing protocol at each public entrance. Maintain physical space between employees and customers. Maximize online/phone services.

Example Ideas & Solutions:

Space seating/workstations 6-ft apart. Install floor markings (6-ft) to designate customer wait areas. Make aisles one-way only. Separate order/pickup areas. Install barriers (plexiglass) for high-contact areas.

Local Resources:

- Ferrara Lumber, Seneca Falls
- Peterman Lumber, Seneca Falls
- HEP Sales, Waterloo
- Fish Woodworks, Geneva
- One Stop Office Supply, Rochester
- Pilat Graphic Design, Seneca Falls

Essential Elements for Reopening Business

2

Face Coverings



Guidance for Businesses:

Encourage the use of face coverings (that cover the nose and mouth) in public settings where other social distancing measures are difficult to maintain.

For Worksites:

Provide appropriate protective gear like gloves, masks and other face coverings when in direct contact with customers or the public.

For Employees:

Wear appropriate protective gear like masks and other face coverings when routinely in close contact (ie. 6 ft or less) with members of the public.

For Customers:

Encourage use of protective gear like gloves, masks and face coverings.

Example Ideas & Solutions:

Face coverings should: fit snugly but comfortably against the side of the face; be secured with ties or ear loops; include multiple layers of fabric; allow for breathing without restriction; be able to be laundered without damage.

Local Resources:

- United Way, Waterloo | (315) 539-1135
- Mozaic (FL Textiles), Waterloo | www.arcticgear.org
- Sauders Store, Seneca Falls | (315) 568-2673

Essential Elements for Reopening Business

3

Hand Sanitizer



Guidance for Businesses:

The best way to prevent the spread of infection is washing your hands with plain soap and water for at least 20 seconds. If soap & water are not available, use an alcohol-based (at least 60%) hand sanitizer.

For Worksites:

Post signage for employees and customers on good hygiene. Make hand sanitizer and/or wash stations available to all personnel.

For Employees:

Avoid touching eyes, nose and mouth. Encourage employees to regularly wash their hands. Implement measures to limit handling of cash.

For Customers:

Provide a way for customers to wash/disinfect their hands, sanitizer should be placed in close proximity to public entrance(s).

Example Ideas & Solutions:

Put cleaning wipes near shopping carts or baskets; Have hand sanitizer at checkout area and anywhere with regular interactions; Incorporate contactless/no touch payment methods.

Local Resources:

- Myer Farm Distillers, Ovid | Discounts for local businesses & healthcare
- Montezuma Winery, Seneca Falls | 375ml bottles & six pack options
- Finger Lakes Distilling, Burdett | 6-oz, 12-oz and gallon options

Essential Elements for Reopening Business

4

Frequent Cleaning & Disinfection



Guidance for Businesses:

Routine cleaning and disinfecting are an important part of reducing the risk of COVID-19. Cleaning with soap and water can reduce risk of exposure and is a necessary step before disinfecting dirty surfaces.

For Worksites:

Routinely clean and disinfect all frequently touched surfaces in the workplace (workstations, keyboards, phones, handrails, doorknobs).

For Employees:

Disinfection should be completed for every public interaction area and employee work area. Plan should specify frequency of cleaning areas.

For Customers:

Sanitize any areas that a customer has touched before interactions by the next customer.

Example Ideas & Solutions:

Point of sale devices should be cleaned after each use; sanitize hands after physical interaction with customer or any monetary exchange; provide disposable wipes for shopping carts or baskets.

Local Resources:

- Cleaning Folks, Waterloo | (315) 777-7985

Essential Elements for Reopening Business

5

Symptom Monitoring



Guidance for Businesses:

Ask employees to report if they feel sick or have any symptoms related to Covid-19; encourage sick employees to stay home; be aware of public health guidelines and policies related to contact tracing.

For Worksites:

Ensure that sick leave policies are flexible and consistent with public health guidance and that employees are aware of and understand these policies.

For Employees:

Employees who have symptoms upon arrival or become sick should be separated from other employees, customers, and sent home.

For Customers:

Consider implementation of voluntary customer logs, especially for businesses that offer personal services that requires physical contact.

Example Ideas & Solutions:

Upon entry, employees are subjected to temperature screening (thermal) devices to detect COVID-19 symptoms (if found to be symptomatic, employees are sent home).

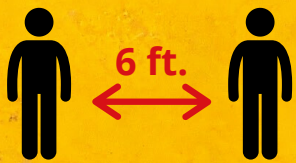
Local Resources:

- Seneca County Health Department, Waterloo | (315) 539-1925

SAFETY NOTICE

This organization has implemented
a Coronavirus Prevention Plan

ESSENTIAL ELEMENTS INCLUDE:



**Social
Distancing**



**Face
Coverings**



**Hand
Sanitizer**



**Frequent
Cleaning**



**Symptom
Monitoring**

The health of our employees and customers is our top priority. We have proactively taken these measures to help stop the spread of the pandemic.

Be Responsible!

- Do Not Enter If You Are Sick
- Face Masks Are Encouraged
- Practice Social Distancing



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