

This publication includes information as of July 20, 2020.

PHASE 4 of Reopening NYC: What Workers Need to Know



Indoor dining and indoor arts & entertainment will not be part of Phase 4. The state and City did not set a reopening date for indoor dining and indoor arts & entertainment. Visit nyc.gov/workers for updates and information.

Beginning Monday, July 20, 2020, as part of Phase 4, the following businesses can reopen in New York City:

- Higher Education*
- Pre-K to Grade 12 Schools*
- Low-Risk Outdoor Arts & Entertainment
- Professional Sports Competitions With No Fans
- Media Production†

*Schools can reopen only if NYC is in Phase 4 and the daily infection rate remains at or below 5 percent using a 14-day average. State guidance ([Higher Education](#), [Pre-K to Grade 12 Schools](#)) is on forward.ny.gov. City guidance ([Pre-K to Grade 12 Schools](#)) is on nyc.gov/schools.

†Activities for motion picture, music, television, and streaming productions on set, on location, or at any production or recording site.

Higher Education includes:

- community and junior colleges
- universities
- graduate and professional schools
- medical schools
- technical schools

Low-Risk Outdoor Arts & Entertainment includes:

- zoos
- botanical gardens
- nature parks
- grounds of historic sites and cultural institutions
- outdoor museums
- outdoor agritourism
- local agricultural demonstrations and exhibitions
- other similar institutions/activities

If you work at a covered business, read this publication for some of the general and industry-specific requirements your employer must follow. Detailed guidance is on forward.ny.gov. You can also call **311** for the Worker Protection Hotline or **1-212-436-0381** with questions about reopening, health and safety guidelines for the workplace, or to report an employer that is not following reopening requirements.

General Requirements All Employers Must Follow When Business Reopens

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| Communication and Screening | <ul style="list-style-type: none"> • Post a safety plan at your worksite where you can see it. • Train you and your coworkers on safety and hygiene protocols. • Conduct an employee health screening every day and, when applicable, screen others (contractors, vendors, higher education school students). <p>Your employer must send home employees who are sick or become sick.</p> <ul style="list-style-type: none"> • Post signs for employees and the public with information about safety and hygiene protocols. |
| Protective Equipment | <ul style="list-style-type: none"> • Give you and your coworkers free face coverings and provide replacements. <p>Your employer must train you and your coworkers on how to use, clean, and discard protective equipment.</p> <p>Your employer must make sure that employees wear face coverings when they interact with patrons and visitors and when 6 foot distancing from others is not possible.</p> |

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| Hygiene, Cleaning, and Disinfection | <ul style="list-style-type: none"> • Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible. • Regularly clean and disinfect common spaces and high-touch surfaces and objects frequently, and at least daily. Examples include door handles, handrails, light switches, restrooms. Your employer must clean and disinfect spaces and surfaces used by patrons and visitors after each use. • Limit the sharing of equipment and tools and regularly clean and disinfect equipment and tools after each use. If it is not possible to limit sharing or to clean equipment because of potential damage to equipment, your employer must require employees to wear gloves. |
| Physical Distancing | <ul style="list-style-type: none"> • Ensure 6 feet of distance between individuals where possible. • Require patrons and visitors to wear a face covering, provided they are older than 2 and medically able to tolerate face coverings. • Post signage to restrict occupancy in small areas like restrooms and break rooms. • Close all non-essential common areas, including waiting rooms. |

Requirements for LOW-RISK OUTDOOR ARTS & ENTERTAINMENT

Your employer must:

- Limit occupancy to 33% of maximum capacity in an area. *Maximum capacity includes workers, patrons, and visitors.*
- Encourage patrons and visitors to complete health screenings.
- Prohibit entry unless patrons and visitors are wearing a face covering. See Physical Distancing in the General Requirements section for the only exceptions.
- Make sure that employees wear face coverings when they interact with patrons and visitors and that patrons and visitors wear face coverings when they are less than 6 feet from others.
- Make sure that patrons and visitors in different parties maintain 6 feet of distance from one another. *When physical distancing is not possible—for example, at a cash register—everyone must wear a face covering.*
- Limit indoor capacity to accommodate physical distancing between patrons and visitors who may need to enter or exit through indoor spaces to access outdoor space, restrooms, and other areas.
- Control the flow of patron and visitor traffic. For exhibits in a small area, your employer must calculate the maximum capacity to accommodate physical distancing and enforce the maximum capacity. *Your employer may need to place more employees in these areas to enforce maximum gathering size.*
- Limit group tours to members of the same party and make sure the group total is less than the maximum capacity which also includes workers and other patrons and visitors.
- Close high-risk interactive exhibits.
- Close children’s exhibits and play areas unless your employer can clean and disinfect the exhibit and equipment between each child in a different household or party.
- Place hand sanitizer in common areas—for example, exhibits.
- Move picnic areas to maintain 6 feet of distance between parties or close them if you cannot move them.
- Discontinue use of headsets and other equipment loaned to patrons and visitors. If you cannot provide single-use maps, make sure you clean and disinfect maps after each use.

Requirements for MEDIA PRODUCTION

Your employer must:

- Limit indoor occupancy to 50% of maximum capacity in an area. *Maximum capacity includes employees, cast, and crew.*
- Make sure that employees, cast, and crew maintain 6 feet of distance in all locations. When 6 foot distancing is not possible, your employer must make sure that everyone wears a face covering, provided they are older than 2 and medically able to tolerate face coverings.
- Make sure that employees, cast, and crew who must be in close contact with others get tested for COVID-19 *before* they report to work and again *at least once per week* when they will be on-site or location.
- Establish protocols to reduce risk for core functions that require close contact and mask removal; for example, hair, makeup, wardrobe, rehearsing, performing, filming. Performers may remove face coverings for these activities but must replace face coverings following these activities.
- Make sure that anyone who provides a core function that requires close contact and mask removal wears a face covering *and* eye protection like a face shield or safety goggles when they are working with performers. This includes makeup artists, sound technicians, stunt coordinators.
- Limit workforce to essential employees, cast, and crew only and prohibit non-essential personnel like friends or visitors. Your employer should make sure there is sufficient security to limit access to only essential individuals.
- Secure production locations from the general public, ensure adequate space for physical distancing, and maintain appropriate disinfection and sanitation standards.
- Reserve space so employees, cast, and crew can observe social distancing while eating meals and prohibit shared food and beverage.
- Make sure that everyone wears a face covering if more than one individual rides in a vehicle.
- Establish designated areas for delivery and pickup to limit in-person contact as much as possible.
- Prohibit live audiences unless they consist only of paid employees, cast, and crew. Your employer must limit audience to no more than 100 individuals or 25% of audience capacity, whichever is lower, and make sure everyone maintains 6 feet of distance in all directions.
- Regularly clean and disinfect all media production equipment and tools using products identified by the U.S. Environmental Protection Agency (EPA) as effective against COVID-19. Equipment and tools include cases, cameras, eyepieces, lenses, monitors and touchscreens, dollies. Your employer should clean and disinfect all props, costumes, and set materials between each use and store them in sealed containers between use.