

How to Self-Certify your Business on the NY Forward website.



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.

1. Visit the NY Forward Website – www.forward.ny.gov
2. Scroll down the web page to the section at the right.
3. Select your industry phase, or what you believe to be the phase you are in.
For example: Phase one for Retail business.



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Retail Trade

Phase One includes delivery, curbside, and in-store pickup service only for the following businesses:

- Clothing Stores
- Direct Selling Establishments
- Electronics and Appliance Stores
- Electronic Shopping and Mail-Order Houses
- Furniture and Home Furnishing Stores
- Florists
- General Merchandise Stores
- Health and Personal Care Stores
- Jewelry, Luggage, and Leather Goods Stores
- Lawn and Garden Equipment and Supplies Stores
- Office Supplies, Stationery, and Gift Stores
- Used Merchandise Stores
- Shoe Stores
- Sporting Goods, Hobby, Musical Instrument and Book Stores
- Other Miscellaneous Store Retailers

VIEW SUMMARY GUIDELINES

READ AND AFFIRM DETAILED GUIDELINES

PRINT BUSINESS SAFETY PLAN TEMPLATE

1. If your business fits within the industry section, then select view summary guidelines.
2. A PDF document will open with mandatory and recommended guidance for your business.
3. You can also select the third box to print a template if you choose to use the state provided information.



Reopening New York

Curbside and In-Store Pickup Retail Guidelines for Employers and Employees



These guidelines apply to all retail businesses providing curbside and in-store pickup, including in regions of New York that have been permitted to [re-open](#), as well as other areas throughout the state where essential retail businesses were previously permitted to operate as essential and provide curbside and in-store pickup as a component of their business or service.

During the COVID-19 public health emergency, all retail businesses should stay up to date with any changes to state and federal requirements related to retail activities and incorporate those changes into their operations. This guidance is not intended to replace any existing applicable local, state, and federal laws, regulations, and standards.

	Mandatory	Recommended Best Practices
Physical Distancing	<ul style="list-style-type: none">✓ Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance✓ For any work occurring indoors, limit workforce presence to only the employees necessary to conduct curbside and in-store pickup activities, but no more than 50% of the maximum occupancy for a particular area set by the certificate of occupancy, inclusive of customers picking up an order who must maintain 6 ft. of space from others or wear an acceptable face covering.✓ Any time personnel are less than 6 ft. apart from one another or a customer and without a physical barrier (e.g. plexiglass), personnel must wear acceptable face coverings.✓ Small spaces (e.g. elevators, small stock rooms, behind cash registers, narrow merchandise aisles) should be occupied by only one individual at a time, unless all employees are wearing face coverings. If occupied by more than one person, keep occupancy under 50% of maximum capacity.✓ Limit non-essential in-person gatherings as much as possible.✓ Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.✓ Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.✓ Acceptable face coverings include but are not limited to cloth (e.g. homemade sewn, quick cut, bandana) and surgical masks, unless the nature of the work requires stricter PPE (e.g. N95 respirator, face shield).	<ul style="list-style-type: none">✓ Create additional space for employees by limiting in-person presence to only personnel necessary for the current task(s), adjusting retail hours to spread employee and customer traffic over a longer period of time, staggering arrival/departure times, creating A/B teams.✓ Modify the use and/or restrict the number of workspaces and employee seating areas to maintain 6 ft. distance. If not feasible, provide and require face coverings or erect physical barriers (e.g., plastic shielding walls), in accordance with OSHA guidelines, in areas where they would not impair air flow, heating, cooling, or ventilation.✓ Reduce bi-directional foot traffic by posting signs with arrows in narrow aisles, hallways, or spaces.✓ Stagger customer arrivals by advising pick-up time windows, and avoid direct handoffs.✓ Designate and arrange customer waiting areas (e.g. lines, parking areas) to maximize social distancing, and implement a touchless delivery system whereby customers stay in the car while delivery takes place.✓ Encourage customers to use touchless payment options or pay ahead.✓ Use tele- or video-conferencing whenever possible. In-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.✓ Prohibit non-essential visitors at the retail location.✓ Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas (e.g. clock in/out stations, health screening stations, cash registers).

STAY HOME.

STOP THE SPREAD.

SAVE LIVES.

Sample guidance for a retail business

The process is similar for all industry sectors.

Next click the back button on your browser and return to the industry sector page for the next step in the self-certification process.

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[VIEW SUMMARY GUIDELINES](#)

[READ AND AFFIRM DETAILED GUIDELINES](#)

[PRINT BUSINESS SAFETY PLAN TEMPLATE](#)

When ready to self-certify, click on the second box. “Read and affirm detailed guidelines”

This link will take you to the self-certification link to the portal.

You will be redirected to a PDF that provides the detailed guidelines that you are confirming.

See Example on next page.



Department of Health

INTERIM GUIDANCE FOR CURBSIDE AND IN-STORE PICKUP RETAIL BUSINESS ACTIVITIES DURING THE COVID-19 PUBLIC HEALTH EMERGENCY

When you have read this document, you can affirm at the bottom.

As of June 15, 2020

Purpose

This Interim Guidance for Curbside and In-Store Pickup Retail Business Activities during the COVID-19 Public Health Emergency ("Interim COVID-19 Guidance for Curbside and In-Store Pickup Retail Business Activities") was created to provide owners/operators of retail businesses operating with curbside and in-store pickup only and their employees and contractors with precautions to help protect against the spread of COVID-19 as retail businesses reopen for curbside and in-store pickup activities.

These guidelines are minimum requirements only and any employer is free to provide additional precautions or increased restrictions. These guidelines are based on the best-known public health practices at the time of Phase I of the State's reopening, and the documentation upon which these guidelines are based can and does change frequently. The Responsible Parties – as defined below – are accountable for adhering to all local, state and federal requirements relative to curbside and in-store pickup retail business activities. The Responsible Parties are also accountable for staying current with any updates to these requirements, as well as incorporating same into any curbside and in-store pickup retail business activities and/or Site Safety Plan.

Background

On March 7, 2020, Governor Andrew M. Cuomo issued [Executive Order 202](#), declaring a state of emergency in response to COVID-19. Community transmission of COVID-19 has occurred throughout New York. To minimize further spread, social distancing of at least six feet must be maintained between individuals, where possible.

On March 20, 2020, Governor Cuomo issued [Executive Order 202.6](#), directing all non-essential businesses to close in-office personnel functions. Essential businesses, as defined by Empire State Development Corporation (ESD) [guidance](#), were not subject to the in-person restriction, but were, however, directed to comply with the guidance and directives for maintaining a clean and safe work environment issued by the Department of Health (DOH), and were strongly urged to maintain social distancing measures to the extent possible.

On April 12, 2020, Governor Cuomo issued [Executive Order 202.16](#), directing essential businesses to provide employees, who are present in the workplace, with a face covering, at no-cost, that must be used when in direct contact with customers or members of the public during the course of their work. On April 15, 2020, Governor Cuomo issued [Executive Order 202.17](#), directing that any individual who is over age two and able to medically tolerate a face-covering must cover their nose and mouth with a mask or cloth face-covering when in a public place and unable to maintain, or when not maintaining, social distance. On April 16, 2020, Governor Cuomo issued [Executive Order 202.18](#), directing that everyone using public or private transportation carriers or other for-hire vehicles, who is over age two and able to medically tolerate a face covering, must wear a mask or face covering over the nose and

B. Tracing and Tracking

- Responsible Parties must notify the state and local health department immediately upon being informed of any positive COVID-19 test result by a worker at their site.
- In the case of an employee, visitor, or customer who interacted at the business testing positive, the Responsible Parties must cooperate with the state and local health department to trace all contacts in the workplace and notify the state and local health department of all employees logged and visitors/customers (as applicable) who entered the retail location dating back to 48 hours before the employee began experiencing COVID-19 symptoms or tested positive, whichever is earlier, but maintain confidentiality as required by federal and state law and regulations.
- State and local health departments will implement monitoring and movement restrictions of infected or exposed persons including home isolation or quarantine.
- Individuals who are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted via tracing, tracking or other mechanism, are required to self-report to their employer at the time of alert and shall follow the protocol referenced above.

IV. EMPLOYER PLANS

Responsible Parties must conspicuously post completed safety plans on site. The State has made available a business reopening safety plan template to guide business owners and operators in developing plans to protect against the spread of COVID-19.

Additional safety information, guidelines, and resources are available at:

New York State Department of Health Novel Coronavirus (COVID-19) Website
<https://coronavirus.health.ny.gov/>

Centers for Disease Control and Prevention Coronavirus (COVID-19) Website
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Occupational Safety and Health Administration COVID-19 Website
<https://www.osha.gov/SLTC/covid-19/>

At the link below, affirm that you have read and understand your obligation to operate in accordance with this guidance:

<https://forms.ny.gov/s3/ny-forward-affirmation>

Once you have read the information, select the weblink at the bottom of the document to self certify.



New York Forward

Business Affirmation

Use this form to affirm business compliance with the New York Forward reopening guidance.

What industry does your company belong to? *

- ☐ Agriculture, Forestry, Fishing and Hunting
- ☐ Child Care and Day Camps
- ☐ Commercial Building Management
- ☐ Construction
- ☐ Dentistry
- ☐ Dining - Outdoor and take-out/delivery food services
- ☐ Food Services - Phase III
- ☐ Hair Salons and Barbershops
- ☐ Higher Education Research
- ☐ Manufacturing
- ☐ Offices
- ☐ Personal Care Services
- ☐ Private operator of lake or ocean beach
- ☐ Professional Sports Training
- ☐ Public Transportation
- ☐ Racing Activities
- ☐ Racing - Auto Racetracks
- ☐ Real Estate
- ☐ Religious organization or funeral service operator
- ☐ Retail - Phase I Retail: Curbside and In-Store Pickup
- ☐ Retail - Essential and Phase II Retail: In-Store Shopping
- ☐ Retail - Rental, Repair, and Cleaning
- ☐ Vehicle Sales, Leases, and Rentals
- ☐ Wholesale Trade

Business Name *

Your Name *

First Name

Last Name

Phone Number *

Business Email Address *

Business Location Address

Enter the address of your physical place of business in New York State or, if a construction project, the primary address of the construction site.

Street Address *

Apt/Suite/Office

City *

State *

Zip Code *

I am the owner or agent of the business listed. I have reviewed the New York State interim guidance for business re-opening activities and operations during the COVID-19 public health emergency and I affirm that I have read and understand my obligation to operate in accordance with such guidance.

Submit

0%



New York Forward

Business Affirmation

Print

We have received your reopening affirmation on 06/17/2020 at 01:27 pm.

Print or take a screenshot of this page for your records.

Your next step is to create and post your NY Forward Business Safety Plan.

[Download the NY Forward Business Safety Plan Template](#)

I am the owner or agent of the business listed. I have reviewed the New York State interim guidance for business re-opening activities and operations during the COVID-19 public health emergency and I affirm that I have read and understand my obligation to operate in accordance with such guidance.

Wyoming County Chamber of Commerce & Tourism

Offices
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20 Center Street
Suite A
Warsaw, NY 14569
Wyoming County

100%

SAMPLE

You will then receive a confirmation page for your records which you should print.

Additional Guidance:

If you are unsure if your business is in a phase to be open, you can use the “Business Reopen Lookup Tool” found at the top of the Phase one industry page.

TOP ^

Phase One Industries

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Frequently Asked Questions

Overview

Businesses in each region will re-open in phases. Re-opening refers to non-essential businesses and business activities. Essential businesses and business activities that are open will remain open.

The guidelines below apply to both non-essential businesses in regions that are permitted to re-open and essential businesses throughout the state that were previously permitted to remain open.

Eligibility for reopening will be determined by [health metrics](#) for each region.

Here is a breakdown of industries in each phase:

Phase One: Capital Region, Central New York, Finger Lakes, Long Island, Mid-Hudson, Mohawk Valley, New York City, North Country, Southern Tier and Western New York are allowed to reopen

- Construction
- Agriculture, Forestry, Fishing and Hunting
- Retail - (Limited to curbside or in-store pickup or drop off)
- Manufacturing
- Wholesale Trade

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 Business Reopening Lookup Tool

New York Forward Business Reopening Lookup Wizard

Industries in each region will reopen in phases. Reopening refers to allowing non-essential businesses and business activities to resume in-person operations. Eligibility for reopening will be determined by [health metrics](#) for each region

Essential businesses and business activities that are open may remain open statewide. New York State is also permitting certain commercial and recreational activities to reopen statewide with restrictions.

By entering their region and business type, businesses should be able to:

1. Determine your **eligibility to reopen, including any special restrictions** that may apply;
2. For both essential businesses and non-essential businesses allowed to reopen, be directed to review **industry-specific public health and safety guidelines**, if applicable, and, where any guidelines exist, be directed to **submit an affirmation form** for having reviewed and understood such guidelines; and
3. Be directed to complete a **business safety plan** to outline how your workplaces will prevent the spread of COVID-19, either by direct link from this wizard or, where industry-specific guidelines apply, as linked to after you submit the affirmation form.

To access this information, please click on the “Get Started” button below:

Get Started

The look up tool will then guide you through the look up process.