



STAFF LEASING

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To comply with the New York State Department of Health, the Governor outlined new safety precautions that each business must put in place upon re-opening to help lower the risk of spreading the virus.

Businesses will be required to:

Adjust workplace hours and shift design as necessary to reduce density in the workplace.

Enact social distancing protocols

- Keep 6 feet of distance from others in the office and in public
- Avoid large gatherings or events
- Avoid unnecessary appointments
- Bring Lunch and eat at your desk or away from others
- Do not congregate in common areas where people socialize
- Avoid handshaking
 - Social Distancing [Poster](#)
 - Protect Yourself [Poster](#)

Restrict non-essential travel for employees

- Eliminate unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
- When possible, avoid in-person meetings, use online conferencing, email or phone when possible, even when in the same building.
- Provide employees with masks and sanitizer products should they have to meet clients in-person
 - Social Distancing [Poster](#)
 - Protect Yourself [Poster](#)

Require all employees and customers to wear masks if in frequent contact with others

- Face coverings should be worn when conducting in-person meetings and when 6 feet is not able to be met, in direct contact with customers or members of the public. (*Executive Order 202.16*)
- Exec Order 202.16 Face Coverings [Poster](#)

Implement strict cleaning and sanitation standards

- Contact your cleaning staff for their cleaning protocol
- *Suggested:* clean and disinfect common areas and cleaning products will be available for you to use to clean your personal work space daily
 - Protect Yourself [Poster](#)
 - Clean Hands [Poster](#)

Enact a continuous health screening process for individuals to enter the workplace

- We are preparing and will be distributing policies.

Continue tracing, tracking and reporting of cases

- NYS is currently working on a tracking system.

Develop liability processes

- Please contact your attorney for liability guidance.

Before entering the office, washed hands are happy hands