

April 14, 2020

Dear Local Business Partners:

I want to start by thanking you for your dedication and continued support to our community during this challenging time. Thank you for providing essential services and adhering to guidance from Tompkins County, the NYS Department of Health, CDC, and other regulatory agencies.

As COVID-19 cases continue to rise in our community, this letter includes additional recommendations and precautions to protect the public, your employees, and stop the spread of COVID-19.

In addition to implementing NYS [executive order 202.16](#) which states “For all essential businesses or entities, any employees who are present in the workplace shall be provided and shall wear face coverings when in direct contact with customers or members of the public. Businesses must provide, at their expense, such face coverings for their employees” we recommend instituting the following practices at your business:

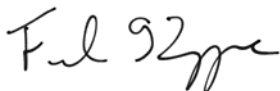
- Screen employees at the start of each shift. The screening should ask:
  - Do you feel feverish? A temperature check with a touchless thermometer is preferred if available.
  - Are you experiencing any symptoms including cough or shortness of breath?
  - No one should be working with symptoms of illness.
- Require sick employees to stay home.
- Know the signs and symptoms of COVID-19 and what to do if an employee becomes symptomatic at the worksite.
- A minimum of 6-foot separation should be maintained wherever possible. Please review your operation to adjust processes to limit close contact between employees, and between employees and patrons, and between patrons.
- Implement telework options wherever feasible.
- Establish a protocol to regularly clean and disinfect frequently touched surfaces.
- Ensure hand hygiene supplies are readily available and encourage frequent hand washing with soap and water for at least 20 seconds. Use hand sanitizer if soap and water are not available.

Taking these proactive steps will protect the public and ensure a healthy workforce.

There is information on the Tompkins County Health Department website at <https://tompkinscountyny.gov/health/eh/coronavirus#workers>. If you have questions or concerns, please contact the Tompkins County Health Department’s Environmental Health Division by calling 607-274-6688 or via email at [tceh@tompkins-co.org](mailto:tceh@tompkins-co.org).

Thank you again for being an important community partner in our fight against COVID-19 and for your commitment to protecting the public.

Thank you,



Frank Kruppa  
Public Health Director