

June 2020

Dear Retail Dealer,

As the Mid-Hudson Region continues to reopen, this is an important reminder that you must comply with New York State COVID-19 reopening requirements, even if your business was deemed essential and allowed to operate during NYS On-Pause.

Reopening requirements include reading and affirming interim guidelines for essential and in-store retail and also developing a business safety plan that describes operating procedures and control measures to prevent the spread of coronavirus at your facility.

A fillable safety plan template and the interim guidelines requiring affirmation can be accessed by following these steps:

1. Go to the NY Forward website [HERE](#).
2. Scroll down to Industry Guidance and Reopening and click on "Phase Two"
3. Scroll down on the left side navigation bar to "Essential and Phase II In-Store Retail"
4. Click on and read "View Summary Guidelines."
5. Click on and read "Read and Affirm Detailed Guidelines" and then click the link at the bottom of the page or [HERE](#) to complete the form and hit submit.
6. Click on "Print Business Safety Plan Template" and then print and fill out the template. Once completed, keep on file at your place of business.
7. Implement the Safety Plan.

Your plan does not need to be submitted to any agency or department but must be kept on file at your business and made available during compliance checks or investigations.

Thank you for helping to prevent the spread of illness. If you should have any questions, you may contact the Environmental Health Services division at (845)486-3404.

Regards,

Monique Jones

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