

This publication includes information as of July 6, 2020.

PHASE 3 of Reopening NYC: What Workers Need to Know



Indoor dining will not be part of Phase 3. The state and City did not set a new date for indoor dining. Visit nyc.gov/workers for updates and information.

Beginning Monday, July 6, 2020, as part of Phase 3, Personal Care businesses can reopen in New York City. Personal Care businesses include:

- Cosmetology
- Massage therapy
- Nail specialty
- Spas
- Tattoo and piercing facilities
- Ultraviolet (UV) and non-UV tanning
- Waxing

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

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. <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 are working with customers and when 6 foot distancing from others is not possible.</p>
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. <p>Examples include cabinet pulls, chair armrests, door handles, elevators, handrails, light switches, lobbies, refrigerator door handles, restrooms.</p> <p>Your employer must clean and disinfect spaces and surfaces used by customers—for example, chairs, tanning booths—after each use.</p> <ul style="list-style-type: none"> • Limit the sharing of equipment and tools and regularly clean and disinfect workstations, equipment, and tools after each use. <p>Examples include computers, telephones, cash registers, grooming tools.</p> <p>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.</p>

Physical Distancing

- **Post signs and put tape or other markers to ensure 6 feet of distance between individuals, including in customer seating areas.**
- **Require customers and visitors to wear a face covering at all times, provided they are older than 2 and medically able to tolerate face coverings.**
- **Limit indoor occupancy to 50% of maximum capacity in an area.**

For Personal Care, maximum capacity includes workers, customers, visitors.

For small areas like restrooms and break rooms, your employer should post signage to restrict occupancy.

- **Limit in-person meetings as much as possible.**
- **Establish designated areas for delivery and pickup to limit in-person contact as much as possible.**
- **Close all non-essential common areas, including waiting rooms.**

Requirements for PERSONAL CARE

Your employer must:

- Follow all health and safety guidelines from New York State Department of Health (DOH), Occupational Safety and Health Administration (OSHA), and Centers for Disease Control and Prevention (CDC).
- Follow DOH guidance for any dining or beverage area.
- Use products identified by the U.S. Environmental Protection Agency (EPA) as effective against COVID-19 for cleaning and disinfection.
- Close saunas, steam rooms, and other services that take place in enclosed spaces where social distancing is difficult.
- Prohibit entry unless customers are wearing a face covering and prohibit services like facials that would require customers to remove a face mask.
- Provide either a face shield or safety goggles in addition to face coverings when you are working with customers.
- Clean and disinfect shared spaces, tools, and equipment after each customer. Includes chairs, massage tables, headrests, tanning booths, as well as reusable and non-disposable tools. There should be sufficient time between appointments for cleaning and disinfection.
- Make sure employees at desks and cash registers maintain 6 foot distancing unless there is a physical barrier like plexiglass. *Employees must wear a face covering whether or not there is a barrier.*

Massage Therapy and Spa Employers Must:

- Make sure employees wear a face covering *and* a face shield or eye protection when they perform massages on customers in a facedown position on a massage table.
- Make sure massage tables have a clean and disinfected face covering—for example, cotton pillowcase in a face cradle—when customers are in a facedown position or avoid this position.
- Make sure customers wear a face covering when they switch from a facedown position to lying on their back or side during massages.
- Change and wash linens between customers and store them in appropriate containers between use.

Nail and Waxing Salon Employers Must:

- Clean and disinfect items after each customer. Includes manicure and pedicure baths and bowls; hand and foot drying stations; wax containers; towels; finger bowls; spatulas. *You cannot double dip applicators.*

Tattoo and Piercing Employers Must:

- Make sure staff removes needles from sealed packages before every customer procedure.
- Use clean and unused stencils or razors and discard them immediately after use.
- Make sure staff wears disposable gloves when working with customers.