



# TEAM Tioga Phase 1 Businesses Reopening

Zoom call: Friday, May 22 | 8:00 AM



# MEET TODAY'S TEAM



**Lee Ann Tinney**, Tioga County Economic Development & Planning

**Bob Griffin**, NY Small Business Development Center

## **TEAM TIOGA**

**Tioga County Chamber of Commerce**  
**Tioga County Public Health**



# Our Roles - How We Can Help

## The State

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Give the go-ahead for each region to move from phase to phase.

Issue guidance about which businesses can reopen and when.

## ED&P

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Communicate that information to businesses/organizations in Tioga County.

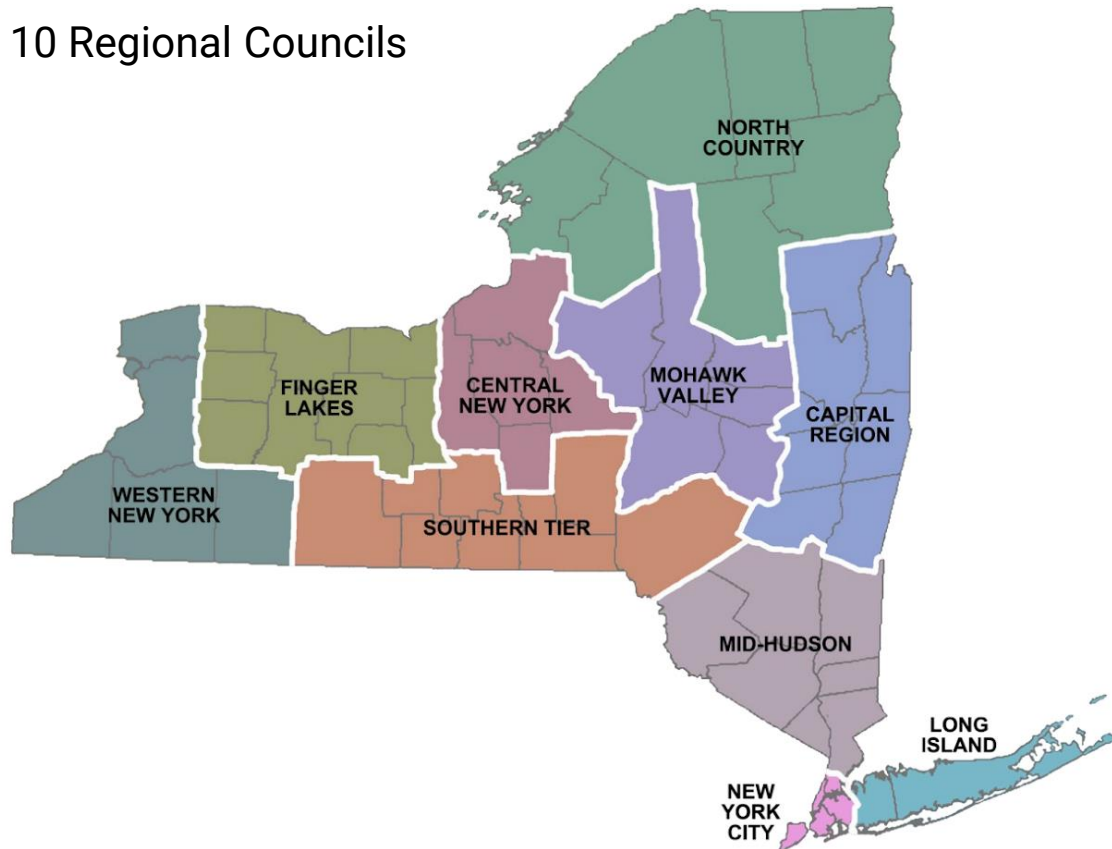
Provide the most up-to-date information that we have from the State.

Advocate for Tioga County business to be opened ASAP.

# Reopening in Regions



10 Regional Councils



## Southern Tier

Tioga, Tompkins, Broome, Chemung,  
Chenango, Delaware, Schuyler, Steuben

# NYS Phases of Reopening



## **OPEN: May 15**

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

1



## **NOT OPEN. Estimated start date: May 29**

- Professional Services
- Retail
- Administrative Support
- Real Estate / Rental & Leasing
- Hair Salons, Barbershops

2



## **NOT OPEN. Estimated start date: June 12**

- Restaurants / Food Services

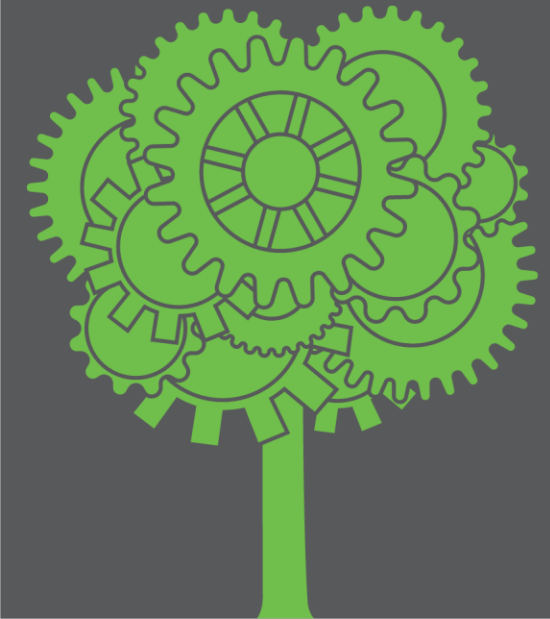
3



## **NOT OPEN. Estimated start date: June 26**

- Arts / Entertainment / Recreation
- Education

4



# Phase 1 (continued on next slide)



## Construction

- Building Equipment Contractors
- Building Finishing Contractors
- Foundation, Structure, and Building Exterior Contractors
- Highway, Street, and Bridge Construction
- Land Subdivision
- Nonresidential Building Construction
- Residential Building Construction
- Utility System Construction

# Phase 1 (continued on next slide)



## Manufacturing

- Apparel Manufacturing
- Computer & Electronic Product Manufacturing
- Electric Lighting Equipment Manufacturing
- Fabricated Metal Product Manufacturing
- Furniture & Related Product Manufacturing
- Leather & Allied Product Manufacturing
- Machinery Manufacturing
- Nonmetallic Mineral Product Manufacturing
- Paper Manufacturing
- Petroleum & Coal Products Manufacturing
- Plastics & Rubber Products Manufacturing
- Printing & Related Support Activities
- Textile Mills
- Textile Products Mills
- Wood Product Manufacturing
- Other Miscellaneous Manufacturing

# Phase 1 (continued on next slide)



## Wholesale Trade

- Apparel, Piece Goods & Notions Merchant Wholesalers
- Chemical & Allied Products Merchant Wholesalers
- Furniture & Home Furnishing Merchant Wholesalers
- Household Appliances & Electrical & Electronic Goods Merchant Wholesalers
- Machinery, Equipment & Supplies Merchant Wholesalers
- Metal & Mineral (except Petroleum) Merchant Wholesalers
- Paper & Paper Product Merchant Wholesalers
- Professional & Commercial Equipment & Supplies Merchant Wholesalers
- Wholesale Electronic Markets & Agents & Brokers
- Miscellaneous Durable Goods Merchant Wholesalers
- Miscellaneous Nondurable Goods Merchant Wholesalers



# Phase 1 (continued on next slide)



## **Retail Trade – includes delivery & curbside pick-up service only for the following businesses:**

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

# Phase 1 (continued on next slide)



## **Agriculture, Forestry, Fishing & Hunting**

- Greenhouse, Nursery & Floriculture Production
- Other Animal Production
- Other Crop Production
- Support Activities for Animal Production
- Support Activities for Crop Production
- Support Activities for Forestry

# Essential businesses/organizations



## Essential Businesses/Organizations:

- A detailed list is available here: <https://esd.ny.gov/guidance-executive-order-2026>
- If your business was previously deemed to be essential, and you have been operating even before the launch of Phase 1. please be aware that you are also required to complete the affirmation and provide a plan. You may not find your business or industry on the NY Forward page yet. The State has informed us that additional information for essential businesses will be brought forward soon.



# NAICS Code

A new tool is now available to help companies determine whether or not a business is eligible to reopen, and the public health and safety standards with which a business must comply. This tool uses information about the company, County, and NAICS code.

To access it, please visit: [www.businessexpress.ny.gov/app/nyforward](http://www.businessexpress.ny.gov/app/nyforward)

## How to find the correct NAICS Code

You can use the search feature at [www.census.gov/naics](http://www.census.gov/naics). In the "2017 NAICS Search" box on the left side of that page, enter a keyword that describes your kind of business. A list of primary business activities containing that keyword and the corresponding NAICS codes will appear. Choose the one that most closely corresponds to your primary business activity, or refine your search to obtain other choices.

Rather than searching through a list of primary business activities, you may also view the complete 2017 NAICS structure with codes and titles by clicking on "2017 NAICS" on the left-hand column from the NAICS main Web page. Then click on the 2-digit Sector code to see all the NAICS codes under that Sector. Then choose the 6-digit code of your interest to see the corresponding definition, as well as cross-references and index items, when available.

# Re-opening in Tioga County

## PHASE 1

All businesses eligible to re-open during Phase 1 must have a plan to protect the community.

### Businesses must consider 3 Factors

- **Protections for employees and consumers**

Ex: Adjusting workplace hours and shifts to reduce density in the workplace, enacting social distancing protocols, and restricting non-essential travel for employees

- **Changes to the physical workspace**

Ex: Requiring all employees and customers to wear masks when in close contact, and implementing strict cleaning and sanitation standards

- **Implementing processes that meet our changing public health obligations**

Ex: Screening individuals when they enter the workplace, or reporting confirmed positive cases to customers.



# Creating a Plan



Per New York State: “Each business and industry must have a plan to protect employees and consumers, make the physical workspace safer, and implement processes that lower the risk of infection in the business.

## WHY?

The purpose of the plan is to limit the spread of the disease. If our data falls outside the state guidelines, the State could close our businesses again.



# Business Reopening Safety Plan Template

- NY Forward website includes a universal business reopening template:

<https://forward.ny.gov/industries-reopening-phase>

- Fillable plan available here:  
[www.tiogacountyny.com/programs-agencies/covid19/](http://www.tiogacountyny.com/programs-agencies/covid19/)

- No approval needed, but must be available in case of an inspection

TOP Industries Reopening by Phase

SHARE

SECTIONS

- Overview: Reopening in Phases
- Phase One: Construction
- Phase One: Agriculture, Forestry, Fishing & Hunting
- Phase One: Retail Trade
- Phase One: Manufacturing
- Phase One: Wholesale Trade
- File a Complaint
- Frequently Asked Questions
- Translations

NEXT SECTION Continue

Phase One: Construction

**Phase One: Construction**

- Building Equipment Contractors
- Building Finishing Contractors
- Foundation, Structure, and Building Exterior Contractors
- Highway, Street and Bridge Construction
- Land Subdivision
- Nonresidential Building Construction
- Residential Building Construction
- Utility System Construction

VIEW SUMMARY GUIDELINES

READ AND AFFIRM DETAILED GUIDELINES

PRINT BUSINESS SAFETY PLAN TEMPLATE



# Affirming Your Plan

Affirm through NY Forward website

- Industry-specific
- Essential businesses/organizations
- <https://forward.ny.gov/industries-reopening-phase>

Note: This is currently only available for Phase I businesses/organizations



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

As of May 13, 2020

#### **Purpose**

This Interim Guidance for Construction Activities during the COVID-19 Public Health Emergency ("Interim COVID-19 Guidance for Construction") was created to provide owners/operators of construction projects and their employees and contractors with precautions to help protect against the spread of COVID-19 as indoor and outdoor construction sites reopen.

Sample affirmation form for construction businesses.





# COVID-19

## DAILY SCREENING QUESTIONNAIRE

**Please review the following questions at the beginning of every shift!**

- Recent COVID-19 Exposure:**
- Have you knowingly been in close contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19?
  - Have you tested positive for COVID-19 in the past 14 days?
  - Have you experienced any symptoms of COVID-19 in the past 14 days?

- Are you currently experiencing any of the following symptoms?**
- Cough
  - Shortness of breath or difficulty breathing
  - Fever
  - Chills
  - Muscle pain
  - Sore throat
  - New loss of taste or smell

**If you answered "YES" to any of these questions, please do not continue into the building. Please go home and contact your health care provider immediately!**

**If you have questions, please contact Tioga County Public Health at 607-687-8623!**



Bob Griffin, SBDC

# Financial Assistance Update



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## Economic Injury Disaster Loans

Currently, only agriculture businesses may still apply.

The cap has been reduced to \$150k, term of 30 years at 3.75%/2.75% (NPOs)

Businesses receiving denial letters may appeal.

Wide reports that the loan documents are now being sent to small businesses are finally getting approvals and processed applications.

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## Paycheck Protection Program (PPP)

Forgiveness guidelines have now been released.

Banks are not allowed to help clients complete applications for forgiveness.

Process will be challenging without proper record-keeping.

Stongly recommend that all businesses fully rehire staff by June 30.

Employees who refuse to return to work/dismissed with cause will not be counted against safe harbor provisions provided there is proper documentation.

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## USDA

- Guaranteed Loan Program for Rural Businesses and Ag producers - \$1b for working capital expenses
- USDA Ag Marketing Service - program for direct payments for losses for specialty crop producers - \$2.1b



# Virtual Lunch & Learn

with your

## Binghamton SBDC

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# Paycheck Protection Program Forgiveness

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Tuesday, May 26, 12:00pm



Michelle  
Catan



Bob  
Griffin



U.S. Small Business  
Administration





My Contact Information:

Bob Griffin

Certified Small Business Advisor

Koffman Southern Tier Incubator

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[linkedin.com/in/robertdgriffin](https://www.linkedin.com/in/robertdgriffin)



Phase 2  
Estimated date:  
May 29

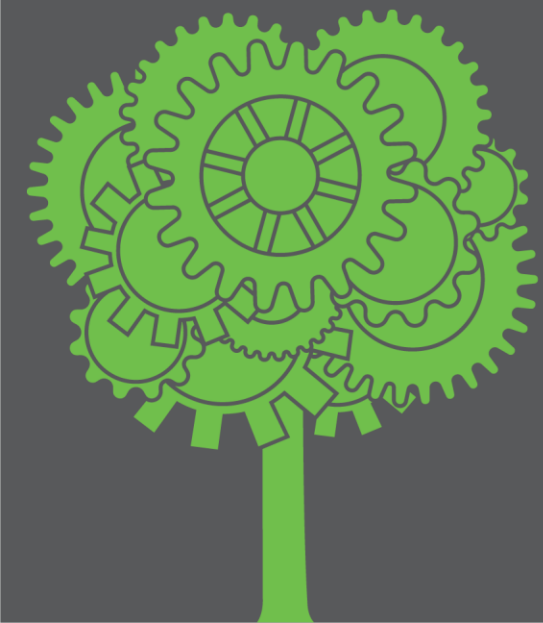
**Begin your plan:**

[https://www.tiogacountyny.com/media/7885/nys\\_businessreopeningsafetyplantemplate-fillable.pdf](https://www.tiogacountyny.com/media/7885/nys_businessreopeningsafetyplantemplate-fillable.pdf)

# Resources

For more information and a fillable business plan template, visit

[www.tiogacountyny.com/programs-agencies/covid19/](http://www.tiogacountyny.com/programs-agencies/covid19/)



# QUESTIONS?

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(607) 687-8255

[www.tiogacountyny.com/programs-agencies/covid19/](http://www.tiogacountyny.com/programs-agencies/covid19/)

<https://www.facebook.com/teamtioga/>