



INTERIM GUIDANCE FOR SKI FACILITIES DURING THE COVID-19 PUBLIC HEALTH EMERGENCY

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

As of October 19, 2020

Purpose

This Interim Guidance for Ski Facilities during the COVID-19 Public Health Emergency (“Interim COVID-19 Guidance for Ski Facilities”) was created to provide owners/operators of ski facilities and their employees, contractors, vendors, and patrons with precautions to help protect against the spread of COVID-19.

These guidelines apply to all skiing facilities (1) operating downhill, cross country, or related skiing areas or activities, (2) operating equipment, such as ski lifts and tows, and/or (3) providing food and beverage services, equipment rental services, and ski instruction services. Ski resorts must have staff available to ensure compliance with the provisions of this guidance.

In addition to this guidance for ski facilities and their operations/activities, Responsible Parties – as defined below – must refer to and follow the guidance provided for specific operations/activities as set forth for certain industries by the *New York Forward* reopening. Lodges, restaurants, and bars at any ski facilities must follow the guidelines outlined in the Department of Health’s (DOH) [“Interim Guidance for Food Services During the COVID-19 Public Health Emergency.”](#) Retail stores associated with ski facilities must follow the guidelines outlined in the DOH’s [“Interim Guidance for Essential and Phase II Retail Business Activities During the COVID-19 Public Health Emergency.”](#) Office-based activities must follow the guidelines outlined in the DOH’s [“Interim Guidance for Office-Based Work During the COVID-19 Public Health Emergency.”](#) Ski rental operations must follow the guidelines outlined in the DOH’s [“Interim Guidance for Retail Rental, Repair, and Cleaning Activities During the COVID-19 Public Health Emergency.”](#) Transportation-related activities must follow the guidelines outlined in the DOH’s [“Interim Guidance for Public Transportation Activities During the COVID-19 Public Health Emergency.”](#) Professional sports training facilities must follow the guidelines outlined in the DOH’s [“Interim Guidance for Professional Sports Training Facilities During the COVID-19 Public Health Emergency.”](#) similarly, professional sports competitions must follow the DOH’s [“Interim Guidance for Professional Sports Competition with No Fans or Spectators During the COVID-19 Public Health Emergency.”](#) Non-professional sports and recreational activities should consult the DOH’s [“Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency.”](#) and consider skiing to generally be a lower risk activity for the purposes of that guidance. Where guidance in this document or the industry-specific document differs from other guidance documents issued by New York State, the most recent guidance shall apply.

These guidelines are minimum requirements only and the owner/operator of any ski facility is free to provide additional precautions or increased restrictions. These guidelines are based on the best-known public health practices at the time of publication, and the documentation upon which these guidelines are based can and does change frequently. The Responsible Parties – as defined below – are accountable for adhering to all local, state and federal requirements relative to ski facilities. The Responsible Parties are also accountable for staying current with any updates to these requirements, as well as incorporating same into any ski facility operations/activities and/or Site Safety Plan.

Background

On March 7, 2020, Governor Andrew M. Cuomo issued [Executive Order 202](#), declaring a state of emergency in response to COVID-19. Community transmission of COVID-19 has occurred throughout New York. To minimize further spread, social distancing of at least six feet must be maintained between individuals, where possible.

On March 20, 2020, Governor Cuomo issued [Executive Order 202.6](#), directing all non-essential businesses to close in-office personnel functions. Essential businesses, as defined by Empire State Development Corporation (ESD) [guidance](#), were not subject to the in-person restriction, but were, however, directed to comply with the guidance and directives for maintaining a clean and safe work environment issued by DOH, and were strongly urged to maintain social distancing measures to the extent possible.

On April 12, 2020, Governor Cuomo issued [Executive Order 202.16](#), directing essential businesses to provide employees, who are present in the workplace, with a face covering, at no-cost, that must be used when in direct contact with customers or members of the public during the course of their work. On April 15, 2020, Governor Cuomo issued [Executive Order 202.17](#), directing that any individual who is over age two and able to medically tolerate a face-covering must cover their nose and mouth with a mask or cloth face-covering when in a public place and unable to maintain, or when not maintaining, social distance. On April 16, 2020, Governor Cuomo issued [Executive Order 202.18](#), directing that everyone using public or private transportation carriers or other for-hire vehicles, who is over age two and able to medically tolerate a face covering, must wear a mask or face covering over the nose and mouth during any such trip. It also directed any operators or drivers of public or private transport to wear a face covering or mask which covers the nose and mouth while there are any passengers in such a vehicle. On May 29, 2020, Governor Cuomo issued [Executive Order 202.34](#), authorizing business operators/owners with the discretion to deny admittance to individuals who fail to comply with the face covering or mask requirements.

On April 26, 2020, Governor Cuomo [announced](#) a phased approach to reopen industries and businesses in New York in phases based upon a data-driven, regional analysis. On May 4, 2020, the Governor [provided](#) that the regional analysis would consider several public health factors, including new COVID-19 infections, as well as health care system, diagnostic testing, and contact tracing capacity. On May 11, 2020, Governor Cuomo [announced](#) that the first phase of reopening would begin on May 15, 2020 in several regions of New York, based upon available regional metrics and indicators. On May 29, 2020, Governor Cuomo [announced](#) that the second phase of reopening would begin in several regions of the state, and announced the use of a new early warning dashboard that aggregates the state's expansive data collection efforts for New Yorkers, government officials, and experts to monitor and review how the virus is being contained to ensure a safe reopening. On June 11, 2020, Governor Cuomo [announced](#) that the third phase of reopening would begin on June 12, 2020 in several regions of New York. On June 24, 2020, Governor Cuomo [announced](#) that several regions of the state were on track to enter the fourth phase of reopening starting on June 26, 2020. By July 20, 2020, all regions of New York, including New York City, had [reached](#) the fourth phase of the State's reopening.

On October 6, 2020, Governor Cuomo [announced](#) a new cluster action initiative to address COVID-19 hotspots that have been identified in certain areas of New York. Working with top public health experts, the State developed a science-based approach to contain these clusters and contain any further spread of the virus, including new rules and restrictions directly targeted to areas with the highest concentration of COVID cases and the surrounding areas. Under [Executive Order 202.68](#), certain activities in cluster zones are restricted, and any permitted activities in such zones (Red, Orange, Yellow), must be conducted in strict adherence to DOH guidance. Refer to the Empire State Development [guidance](#) and the *New York Forward* [website](#) for updated information on the locations of and operating restrictions within these clusters.

In addition to the following standards, businesses must continue to comply with the guidance and directives for maintaining clean and safe work environments issued by DOH.

Standards for the Responsible Operation of Ski Resorts in New York State

No ski facility can operate without meeting the following minimum State standards, as well as applicable federal requirements, including but not limited to such minimum standards of the Americans with Disabilities Act (ADA), Centers for Disease Control and Prevention (CDC), Environmental Protection Agency (EPA), and United States Department of Labor's Occupational Safety and Health Administration (OSHA).

The State standards contained within this guidance apply to all ski facilities in operation during the COVID-19 public health emergency until rescinded or amended by the State. The owner/operator of the ski facility, or another party as may be designated by the owner/operator (in either case, "the Responsible Parties"), shall be responsible for meeting these standards.

The following guidance is organized around three distinct categories: people, places, and processes.

I. PEOPLE

A. Physical Distancing

- Responsible Parties must ensure that total ski facility capacity is limited to ensure that a distance of at least six feet can be maintained among individuals, including employees and patrons, except for individuals who are members of the same immediate party/household/family. In all cases, employees and patrons must only be permitted entry to the ski facility and property if they:
 - wear an acceptable face covering at all times, unless they are eating, drinking (e.g., seated in a designated area, such as a lodge restaurant or café), or actively engaged in skiing, provided that the individual is over the age of two and able to medically tolerate such covering;
 - sign-in upon entering the facility (or prior via remote check-in), providing their full name, address, and phone number for use in contact tracing efforts; and
 - The sign-in process may be conducted through any means that the Responsible Parties establishes to collect the above contact information, including but not limited to a digital application, barcode reader, swipe card reader, and/or paper form.
 - Responsible Parties must maintain a record of the aforementioned sign-in data for a minimum period of 28 days and make such data available to state and local health departments upon request.
 - if applicable to the individual (e.g., employees, patrons receiving instruction), complete and pass a daily health screening, as described below.
- Responsible Parties must implement a property-specific capacity limitation for outdoor areas during seasonal peak days to ensure that the number of patrons on the premises at any given time does not jeopardize the ability of employees to enforce, and patrons to comply with, the requirements contained within this guidance. Specifically, Responsible Parties must identify the busiest days of their previous season(s) – as defined by number of patrons who visited the premises – and adopt operational changes to reduce the density and probability for congregation at any given time on those days. To implement the capacity reduction on peak days, Responsible Parties should consider the following operational changes:

- Limiting daily ticket/day pass sales to no more than 75% of the historical/average sales for those high-volume days;
 - Allowing only members/season passes to use the facility and premises;
 - Ensuring sufficient staff are present in areas of increased density or congregation to prevent gatherings from occurring;
 - Extending operating hours to spread high volume of patrons over additional time; and/or
 - Implementing other capacity reduction measures (e.g., closing 25% of parking spots/areas).
- Responsible Parties must ensure that capacity within any indoor lodge space is limited to no more than 50% of the maximum occupancy for the particular space or area, exclusive of employees; all individuals must only be permitted entry into the lodge if they wear an acceptable face covering, provided that the individual is over the age of two and able to medically tolerate such a covering.
 - To the extent practicable, Responsible Parties should maintain sufficient indoor capacity to accommodate patrons who may need to enter or exit through the indoor space to access the outdoor ski areas, restroom(s), payment location, or in the event of an emergency, and allow such ingress and egress in a socially distanced manner.
 - Responsible Parties should encourage patrons to limit time in lodges to brief intervals (e.g., 15-30 minutes) to allow for appropriate social distancing.
 - Responsible Parties should consider alternative methods to increase available lodge space (e.g., temporary structures, heated patios, etc.) to facilitate appropriate social distancing.
- Responsible Parties must ensure that a distance of at least six feet is maintained among individuals, including employees and patrons, at all times, unless safety or the core activity requires a shorter distance (e.g., moving ski equipment, using an elevator, attending to an emergency, assisting a downed skier), with the exception of individuals who are members of the same immediate party/household/family.
 - Responsible Parties must ensure that individuals not from the same immediate party/household/family maintain at least six feet of distance while waiting for, and while on, ski lifts (e.g., typical length of a ski or two seats on a lift); specifically, the following are appropriate typical seating arrangements:
 - One single on a one- or two-person lift
 - One single on a three-person lift, unless seating on the lift allows for appropriate social distancing
 - Two singles on the opposite ends (i.e., far left and far right) of a four-person lift
 - Two singles or doubles (i.e., two individuals from the same party/household/family) on the opposite ends (i.e., far left and far right) of a six-person lift
 - Responsible Parties must ensure lift attendants are available to assist with seating arrangements for gondolas/lifts, particularly those that accommodate four or more people.
 - Responsible Parties must ensure gondolas are reserved for individuals from the same immediate party/household/family; except two singles or doubles from different parties/households/families may sit on opposite ends of a gondola, if appropriate social distancing can be maintained.

- To the extent possible, Responsible Parties should open all gondola windows to ensure increased air flow.
- Responsible Parties must ensure patrons/visitors are able to purchase tickets in advance, in order to manage and track the capacity limits. Responsible Parties must encourage patrons to purchase tickets in advance through the ticket process that they have implemented for their facility (e.g., online portal, mobile application, call-ahead, mail order, or physical pick-up at pre-arranged times). Further, Responsible Parties should encourage the use of touchless payment options, when available, minimizing handling of cash, credit cards, lift tickets, reward cards, and mobile devices, where possible.
 - Responsible Parties must place visual cues (e.g., cones, markers, signage) to mark six feet or more of distance in ticket pick-up and other facility waiting lines.
 - Responsible Parties should track capacity on a daily basis throughout the season, terminating ticket sales as necessary to ensure capacity limits are followed.
 - Responsible Parties should consider mailing pre-purchased tickets in advance and using reloadable /reusable tickets to avoid congestion at the point of ticket sales.
- Responsible Parties must ensure that capacity and operations within associated ski shuttles adhere to DOH's "Interim Guidance for Public Transportation Activities During the COVID-19 Public Health Emergency," which requires that individuals must wear acceptable face coverings at all times on shuttles (e.g., entering, exiting, and seated), and that individuals should maintain appropriate social distancing, unless they are members of the same party/household/family. Responsible Parties must implement protocols and procedures for ski shuttles that reflect how they will be adapted to keep patrons and employees safe (e.g., how members of the same party/household/family will be seated together, how social distancing will be conducted on shuttles, and whether shuttle schedules will be adapted).
 - Responsible Parties should put in place measures to encourage social distancing on ski shuttles, using tape, signs, or other markers.
 - Responsible Parties must ensure patrons are not seated within six feet of the driver (e.g., keeping any front row or seat empty), unless a physical barrier in the driver area that allows for separation between patrons and the driver is installed; provided, however, that such barrier does not obstruct the view while driving or otherwise present a safety hazard.
 - Responsible Parties should ensure shuttle windows remain open, to the extent possible.
 - Responsible Parties should ensure boarding, loading, and unloading is performed in an orderly manner to avoid close contact between members of different parties/households/families.
 - Responsible Parties should provide hand sanitizer for patrons entering and exiting the shuttle, to the extent possible.
- Responsible Parties must ensure that all individuals, including employees and patrons, wear acceptable face coverings at all times, while at the ski facility, unless they are eating, drinking (e.g., seated in a designated area, such as a lodge restaurant or café), or actively engaged in skiing; provided that they are over the age of two and able to medically tolerate such covering. Face coverings must be worn at all other times, including but not limited to, while waiting in lift lines, waiting in ticket pick-up lines, renting equipment, putting on equipment, walking in lodges, and navigating any other facility areas.
 - Acceptable face coverings for COVID-19 include, but are not limited to, cloth-based face coverings and disposable masks that cover both the mouth and nose.

- However, cloth, disposable, or other homemade face coverings are not acceptable face coverings for workplace activities that typically require a higher degree of protection for personal protective equipment (PPE) due to the nature of the work. For those activities, N95 respirators or other PPE used under existing industry standards should continue to be used, in accordance with OSHA standards.
- The face covering requirement must be applied in a manner consistent with the federal ADA and New York State and City Human Rights Laws, as applicable.
- Responsible Parties may modify the use and/or restrict the number of work stations and employee seating areas so that individuals are at least six feet apart in all directions (e.g. side-to-side and when facing one another) and are not sharing workstations/equipment without cleaning and disinfection between use. When distancing is not feasible between workstations (e.g., reception desks, rental counters, etc.), Responsible Parties should install physical barriers (e.g., plastic shielding walls) in areas where they would not affect air flow, heating, cooling, or ventilation, or present a health or safety risk.
 - If used, physical barriers should be put in place in accordance with OSHA guidelines.
 - Physical barrier options may include strip curtains, cubicles, plexiglass or similar materials, or other impermeable dividers or partitions.
- Responsible Parties should prohibit the use of small spaces (e.g. behind cash registers, equipment check-out areas, etc.) by more than one individual at a time, unless all employees in such a space at the same time are wearing acceptable face coverings or are members of the same party/household/family.
- Responsible Parties must put in place measures to reduce bi-directional foot traffic of customers (e.g., using tape, signs with arrows, or other markers in narrow walkways, hallways, or spaces).
 - Where possible, place markers or barriers to encourage one directional traffic.
- Responsible Parties must post signs throughout the ski facility, consistent with DOH COVID-19 signage. Responsible Parties can develop their own customized signage specific to a workplace or setting, provided that such signage is consistent with the Department's signage. Signage should be used to remind individuals to:
 - Stay home if they are feeling sick.
 - Cover their nose and mouth with a face covering at all times, except while eating, drinking, or actively engaged in skiing.
 - Quarantine if they have recently been in a state with significant community transmission of COVID-19 or a CDC Level 2 or 3 travel advisory country, pursuant to the DOH travel advisory.
 - Properly store, clean, and, when necessary, discard PPE.
 - Adhere to physical distancing instructions.
 - Report symptoms of or exposure to COVID-19, and how they should do so.
 - Follow hand hygiene and cleaning and disinfection guidelines.
 - Follow appropriate respiratory hygiene and cough etiquette.
 - Keep equipment clean (e.g., use disinfectant wipes before and after usage).

B. Gatherings in Enclosed Spaces

- Responsible Parties must limit in-person employee gatherings (e.g., staff meetings, in break rooms, stock rooms) to the greatest extent possible and consider use of other methods such as video or teleconferencing whenever possible, per CDC guidance "[Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 \(COVID-19\)](#)". When videoconferencing or teleconferencing is not possible, Responsible Parties should hold meetings in open, well-ventilated spaces and ensure that individuals maintain six feet of social distance between one another (e.g., leave space between chairs, have employees sit in alternating chairs).
- Responsible Parties should encourage social distancing by limiting occupancy or closing non-essential amenities and communal areas that do not allow for social distancing protocols. If open, Responsible Parties must make hand sanitizer or disinfecting wipes available next to equipment near such amenities (e.g., vending machines, communal coffee stations, break rooms).
- Responsible Parties must put in place practices for adequate social distancing in small areas, such as changing rooms, restrooms, and breakrooms, and should develop signage and systems (e.g., flagging when occupied) to restrict occupancy when social distancing cannot be maintained in such areas.
- Responsible Parties may implement best practices for communal bathrooms including but not limited to:
 - installation of physical barriers between toilets and sinks, if six feet of separation is not feasible; and
 - use of touch-less soap, and touch-less paper towel dispensers in lieu of air dryers.
- To the extent practicable, Responsible Parties should stagger schedules for employees to observe social distancing (i.e., six feet of space) for any employee gathering (e.g., coffee breaks, meals, and shift starts/stops).

C. Operational Activity

- Responsible Parties should encourage patrons to bring their own ski equipment (e.g., boots, skis, helmet, etc.), to the extent possible.
- Responsible Parties should use appointments or reservations for ski rentals, and/or advance check-in for on-mountain activities (e.g., ski lessons, ski races) to ensure compliance with capacity restrictions.
- Responsible Parties must ensure individuals are not sharing ski equipment, particularly rentals, without cleaning and disinfection between use, unless they are members of the same party/household/family.
- For both private and group ski lessons:
 - Responsible Parties must use appointments, reservations, remote check-ins, and/or advance sign-ups for classes and lessons to track patron attendance and capacity.
 - Responsible Parties must ensure that patrons attending classes or lessons have completed a daily health screening, as outlined below, prior to instruction.
 - Responsible Parties must ensure that individuals, including the instructor(s) and patron(s), maintain appropriate social distancing and wear acceptable face coverings consistent with the abovementioned requirements.
 - Responsible Parties must ensure instructors and patrons maintain appropriate social distance to the maximum extent possible, allowing for occasional, brief contact that may be closer

than six feet to address a health or safety risk (e.g., demonstrate exercise, correct form or posture). In any case, this close contact must be conducted within the least amount of time possible (i.e., no lingering or socializing).

- Responsible Parties must limit the number of participants in ski lessons or group activities to 10 or fewer people for adult lessons and 6 or fewer people for child lessons, exclusive of the instructor(s).
 - Where possible and practicable, Responsible Parties should encourage patrons in group lessons or activities to be from the same party/household/family.
 - Where feasible, Responsible Parties should conduct adult lessons in group settings and child lessons in private or individual settings to account for patron ability to maintain social distancing and comply with face covering requirements.
- Responsible Parties must encourage patrons to refrain from handling another patron's equipment, unless they are members of the same party/household/family.
- Responsible Parties must ensure that any equipment (e.g., shared poles, etc.) is cleaned and disinfected between use by different individuals, unless they are members of the same party/household/family.
- Responsible Parties must close amenities, where applicable, including:
 - whirlpools, saunas, and steam rooms;
 - communal showers;
 - self-serve bars and samplers; and/or
 - water fountains (however, water bottle refill stations may remain open).
- Responsible Parties must take measures to reduce interpersonal contact and congregation, through methods such as:
 - limiting in-person presence to only those staff who are necessary;
 - adjusting workplace hours;
 - encouraging use of outdoor spaces, where possible;
 - shifting design (e.g., A/B teams, staggered arrival/departure times);
 - developing protocols for the safe use of common office equipment, such as telephones, copiers, printers, registers, etc.; and/or
 - banning the use of shared equipment, unless it can be properly cleaned and disinfected between use.
- Responsible Parties should adjust hours of operation as necessary to enable enhanced cleaning procedures, per DOH guidance, "Interim Guidance for Public and Private Facilities."
- Where possible and practicable, Responsible Parties should encourage patrons to order food and beverages remotely (e.g., online, app, phone), and make items available for counter pick-up.
- Responsible Parties may operate professional ski training and racing areas; provided, however, that such areas operate in accordance with DOH's "Interim Guidance for Professional Sports Training Facilities During the COVID-19 Public Health Emergency" or "Interim Guidance for Professional Sports Competitions with No Fans During the COVID-19 Public Health Emergency," respectively, including any required social distancing, hygiene, and sanitation.

D. Movement and Commerce

- Responsible Parties must monitor and control the flow of traffic into and within all ski facility areas, including but not limited to ski lodges, lift lines, and ski rental counters, to ensure adherence to maximum capacity and social distancing requirements.
 - Responsible Parties must place visual cues (e.g., cones, signage, markers) to denote six feet of distance in all facility waiting lines (e.g., ticket pick-up, food service).
 - To the extent practicable, Responsible Parties should stagger times for patrons at entrances and/or lift lines to minimize congestion or crowding of patrons.
- Responsible Parties should post signage and distance markers denoting spaces of six feet in all commonly used areas and any areas people may congregate (e.g., break rooms, equipment checkout areas, locker rooms).
- Responsible Parties must be prepared to queue patrons outside while still maintaining physical distance including through the use of visual cues and/or queueing control devices (e.g., stanchions, line distance markers, arrows).
- Responsible Parties should arrange patron waiting areas (e.g., lines, parking areas) to maximize social distance among other people and minimize interaction with other patrons/parties in the area.
- Responsible Parties should limit on-site interactions (e.g., designate an egress(es) for individuals leaving indoor ski facility and a separate ingress(es) for individuals entering) and movements (e.g., employees should remain near their workstations as often as possible).
 - Where practicable, Responsible Parties should limit the numbers of entrances to the extent that it helps manage the flow of traffic into any indoor ski facility area or lodge space and allows for occupancy/capacity limit monitoring.
- Responsible Parties must establish designated areas for pickups and deliveries, limiting contact to the extent possible.
- For deliveries, Responsible Parties should implement a touchless delivery system whereby drivers stay in the cab of the vehicle while delivery takes place or, where not practicable, Responsible Parties must provide acceptable PPE appropriate to the anticipated activities that includes, at a minimum, a face covering to personnel involved in the delivery at no cost for the duration of the delivery process.
- Responsible Parties must ensure that employees perform hand hygiene before and after transferring a load (e.g., from a delivery driver) of merchandise (e.g., perform hand hygiene before starting to load items; and once all items have been loaded, finish by performing hand hygiene again).
- Responsible Parties may open outdoor and indoor food service areas; provided, however, that such areas operate in accordance with DOH's "Interim Guidance for Food Services During the COVID-19 Public Health Emergency," including any required separation between tables with seating, social distancing between parties of customers, and occupancy limits.
 - Responsible Parties should consider expanding outdoor food service seating areas, as well as grab-and-go dining options to be consumed in outdoor food service seating areas, to decrease occupancy in indoor areas.

- Responsible Parties may open ski rental operations; provided, however, that such areas operate in accordance with DOH’s “Interim Guidance for Retail Rental, Repair, and Cleaning Activities During the COVID-19 Public Health Emergency,” including any required social distancing, hygiene, and sanitation.
 - Responsible Parties should encourage pre-order/pick-up outside for rental equipment to reduce indoor occupants.
 - Responsible Parties must ensure patrons and trainers maintain distance to the maximum extent possible, considering occasional, brief contact that may be closer than six feet to assist with equipment fittings (e.g., assist with strapping on ski boots). In any case, this close contact must be conducted within the least amount of time possible (i.e., no lingering or socializing).

II. PLACES

A. Air Handling and Building Systems

- For ski facilities with central air handling systems, Responsible Parties must ensure central HVAC system filtration meets the highest rated filtration compatible with the currently installed filter rack and air handling systems, at a minimum MERV-13, or industry equivalent or greater (e.g., HEPA), as applicable, and as certified and documented by a certified HVAC technician, professional, or company, ASHRAE-certified professional, certified retro-commissioning professional, or New York licensed professional building engineer.
 - Responsible Parties should also consider adopting additional ventilation and air filtration mitigation protocols per CDC and ASHRAE recommendations, particularly for buildings with air handling systems older than 15 years, including:
 - Performing necessary retro-commissioning of central systems, as well as testing, balancing, and repairs as needed;
 - Increasing ventilation rates and outdoor air ventilation to the extent possible;
 - Keeping systems running for longer hours, especially for several hours daily before and after occupancy;
 - Disabling demand-controlled ventilation, where reasonable, and maintain systems that increase fresh air supply;
 - Maintaining relative humidity between 40-60% where possible;
 - Opening outdoor air dampers to reduce or eliminate recirculation to the extent possible;
 - Sealing edges of the filter to limit bypass;
 - Regularly inspecting systems and filters to ensure they are properly operating, and filters are appropriately installed, serviced and within service life;
 - Opening windows to the extent allowable for occupant safety and comfort;
 - Installing appropriately designed and deployed ultraviolet germicidal irradiation (UVGI) to deactivate airborne virus particles; and/or
 - Using portable air cleaners (e.g., electric HEPA units), consider units that provide highest air change rate at appropriate performance level and do not generate harmful byproducts.

- For ski facilities with central air handling systems that cannot handle the abovementioned minimum level of filtration (i.e., MERV-13 or greater), Responsible Parties must have a certified HVAC technician, professional, or company, ASHRAE-certified professional, certified retro-commissioning professional, or New York licensed professional building engineer certify and document that the currently installed filter rack is incompatible with abovementioned minimum level of filtration (i.e., MERV-13 or greater) and/or the air handling system would be unable to perform to the minimum level of heating and cooling that it was otherwise able to provide prior to the COVID-19 public health emergency if such a high degree of filtration (i.e., MERV-13 or greater) was installed.
 - Further, Responsible Parties must retain such documentation for review by state or local health department officials to operate at a lesser filtration rating with additional ventilation and air filtration mitigation protocols.
 - In addition, Responsible Parties with facilities that have a central air handling system who are unable to meet a filtration rating of MERV-13 or greater must adopt additional ventilation and/or air filtration mitigation protocols per CDC and ASHRAE recommendations, including:
 - Performing necessary retro-commissioning of central systems, as well as testing, balancing, and repairs as needed;
 - Increasing ventilation rates and outdoor air ventilation to the extent possible;
 - Keeping systems running for longer hours, especially for several hours daily before and after occupancy;
 - Disabling demand-controlled ventilation, where reasonable, and maintain systems that increase fresh air supply;
 - Maintaining relative humidity between 40-60% where possible;
 - Opening outdoor air dampers to reduce or eliminate recirculation to the extent possible;
 - Sealing edges of the filter to limit bypass;
 - Regularly inspecting systems and filters to ensure they are properly operating, and filters are appropriately installed, serviced and within service life;
 - Opening windows to the extent allowable for occupant safety and comfort;
 - Installing appropriately designed and deployed ultraviolet germicidal irradiation (UVGI) to deactivate airborne virus particles; and/or
 - Using portable air cleaners (e.g., electric HEPA units), considering units that provide highest air change rate at appropriate performance level and do not generate harmful byproducts.
- For ski facilities that do not have central air handling systems, Responsible Parties must adopt additional ventilation and air filtration mitigation protocols per CDC and ASHRAE recommendations, including:
 - Regularly inspecting any room ventilation systems (e.g., window units, wall units) to ensure they are properly operating, and filters are appropriately installed, serviced and within service life.
 - Keeping any room ventilation systems running for longer hours, especially for several hours daily before and after occupancy;
 - Setting room ventilation systems to maximize fresh air intake, set blower fans to low speed and point away from occupants to the extent possible;
 - Maintaining relative humidity between 40-60% where possible;
 - Opening windows to the extent allowable for occupant safety and comfort;

- Setting any ceiling fans to draw air upwards away from occupants, if applicable;
 - Prioritizing window fans to exhaust indoor air where possible;
 - Avoiding using fans that only recirculate air or only blow air into a room without providing for appropriate exhaust;
 - Installing appropriately designed and deployed ultraviolet germicidal irradiation (UVGI) to deactivate airborne virus particles; and/or
 - Using portable air cleaners (e.g., electric HEPA units), considering units that provide highest air change rate at appropriate performance level and do not generate harmful byproducts.
- Before occupants return to a building that has been entirely closed, Responsible Parties must complete pre-return checks, tasks, and assessments to ensure a healthy and safe environment. These systems include, but are not limited to, mechanical systems, water systems, elevators, and HVAC systems.
 - Depending on the length of time equipment has been inactive, Responsible Parties should run systems with careful observation to ensure machinery (e.g., valves and switches) are operating correctly.
 - Specific system actions may be required to restart systems after prolonged shutdown. Responsible Parties may determine necessity for each of these items based on length of shutdown and condition as inspected.
 - As appropriate and applicable, Responsible Parties should flush building with fresh air based on the design of the makeup/outside air system for a minimum of 24 hours.
 - Responsible Parties must ensure air filters are replaced as needed (e.g., after flushing the building).
 - Responsible Parties must ensure maintenance and monitoring of cooling towers have been conducted in accordance with state regulations and that chemical and microbial levels are within defined ranges for any closed water systems and/or water features, and drain any devices that may contain stagnant water.
 - Responsible Parties must flush cold- and hot-water systems in accordance with building water management plan, if applicable.
 - Responsible Parties must ensure any water filters are replaced as needed after flushing the building's water systems.
 - For buildings that were entirely closed, Responsible Parties should ensure that the operation of all mechanical equipment and systems has been restored prior to reopening the building.

B. Protective Equipment

- Responsible Parties must ensure that employees and patrons are only permitted entry into the ski facility if they wear an acceptable face covering, provided, that the employee or patron is over the age of two and able to medically tolerate such covering.
 - Per Executive Order 202.34, Responsible Parties may deny admittance to individuals who fail to wear face coverings.
- Responsible Parties must ensure that all individuals, including employees and patrons, wear face coverings at all times, with the following exceptions:

- Individuals may be temporarily permitted to remove face coverings while eating or drinking, so long as they are seated and maintaining six feet of distance from other individuals, unless they are members of the same party/household/family.
- Individuals may be temporarily permitted to remove face coverings while skiing down the mountain, so long as they maintain six feet of distance from other individuals.
- Responsible Parties should install physical barriers at check-out registers, ticket kiosks, concessions, or ticket stations, as feasible and where social distancing cannot be maintained. As mentioned above, if used, physical barriers (e.g., plexiglass or similar materials) should be put in place in accordance with OSHA guidelines.
- Responsible Parties should post signage indicating PPE guidelines for acceptable face coverings and where and how they must be worn.
- In addition to the necessary PPE as required for certain workplace activities, Responsible Parties must procure, fashion, or otherwise obtain acceptable face coverings, and provide such coverings to their employees while at work at no cost to the employee. Responsible Parties should have an adequate supply of face coverings, masks and other required PPE on hand should an employee need a replacement.
 - Acceptable face coverings for COVID-19 include, but are not limited to, cloth-based face coverings and disposable masks appropriate for exercise that cover both the mouth and nose.
- Face coverings must be cleaned or replaced after use and may not be shared. Please consult the CDC guidance for additional information on cloth face coverings and other types of PPE, as well as instructions on use and cleaning.
 - Note that cloth face coverings or disposable masks shall not be considered acceptable face coverings for workplace activities that impose a higher degree of protection for face covering requirements. Responsible Parties must adhere to OSHA standards for such safety equipment.
 - Responsible Parties must advise employees to regularly clean or replace their face coverings if they become wet or soiled.
- Responsible Parties must allow employees to use their own acceptable face coverings but cannot require employees to supply their own face coverings. Further, this guidance shall not prevent employees from wearing their personally owned additional protective coverings (e.g., surgical masks, N95 respirators, or face shields). Responsible Parties may otherwise require employees to wear more protective PPE due to the nature of their work. Employers should comply with all applicable OSHA guidelines.
- Responsible Parties must train employees on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings.
- Responsible Parties must put in place measures to limit the sharing of objects (e.g., check-out registers, ticket scanners, ticket kiosks), as well as the touching of shared surfaces, such as handrails or touchscreens; or, require employees to wear gloves (trade-appropriate or medical) when in contact with shared objects or frequently touched surfaces; or, require employees to perform hand hygiene before and after contact.
- Responsible Parties must encourage patrons to wear ski gloves when riding all ski lifts.

C. Hygiene, Cleaning, and Disinfection

- Responsible Parties must ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including ["Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19,"](#) and the ["STOP THE SPREAD"](#) poster, as applicable. Responsible Parties must maintain logs that include the date, time, and scope of cleaning and disinfection.
- Responsible Parties must provide and maintain hand hygiene stations on site, as follows:
 - For handwashing: soap, running warm water, and disposable paper towels.
 - For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.
 - Responsible Parties must make hand sanitizer available throughout the ski facility for use by employees and patrons (e.g., entrances, exits, near ski rental counters, food service areas). Touch-free hand sanitizer dispensers should be installed where possible.
- Responsible Parties should place signage near hand sanitizer stations indicating that visibly soiled hands should be washed with soap and water; hand sanitizer is not effective on visibly soiled hands.
- Responsible Parties should place receptacles around the ski facility for disposal of soiled items, including PPE.
- Responsible Parties must conduct regular cleaning and disinfection of the ski facility and more frequent cleaning and disinfection for high risk areas used by many individuals and for frequently touched surfaces (e.g., lifts and gondolas, as applicable). Cleaning and disinfection must be rigorous and ongoing and should occur frequently throughout the hours of operations and whenever needed. Please refer to DOH's ["Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19"](#) for detailed instructions on how to clean and disinfect facilities.
 - Responsible Parties must ensure that rental equipment (e.g. skis, ski boots) is regularly (i.e., between use by each patron) cleaned and disinfected using registered disinfectants. Refer to the Department of Environmental Conservation (DEC) [list of products](#) registered in New York State and identified by the EPA as effective against COVID-19.
 - If cleaning or disinfection products or the act of cleaning and disinfection causes safety hazards or degrades the material or equipment, Responsible Parties must close such equipment, put in place hand hygiene stations between use, supply disposable gloves, and/or set limits on the number of individuals who may use such equipment.
- Responsible Parties must ensure regular cleaning and disinfection of locker rooms and restrooms. Locker rooms and restrooms must be cleaned and disinfected at least twice a day, or more often depending on frequency of use.
 - Responsible Parties must ensure distancing rules are adhered to by using signage, occupied markers, or other methods to reduce restroom capacity where feasible.
- Responsible Parties must ensure that shared workstations (e.g., check-in desks) are cleaned and disinfected between use by different employees.
- Responsible Parties should have personnel, who are visible to patrons and visitors, designated for the cleaning and disinfection of lifts, gondolas, and other high-touch surfaces.
- Responsible Parties must provide for the cleaning and disinfection of exposed areas in the event an individual is confirmed to have a positive case of COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces.

- CDC guidelines on "[Cleaning and Disinfecting Your Facility](#)" if someone is suspected or confirmed to have COVID-19 are as follows:
 - Close off areas used by the person suspected or confirmed to have COVID-19.
 - Responsible Parties do not necessarily need to close operations, if they can close off the affected areas.
 - Open outside doors and windows to increase air circulation in the area.
 - Wait 24 hours before you clean and disinfect. If 24 hours is not feasible, wait as long as possible.
 - Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as bathrooms, common areas, and shared equipment.
 - Once the area has been appropriately cleaned and disinfected, it can be re-opened for use.
 - Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area immediately after cleaning and disinfection.
 - Refer to DOH's "[Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure](#)" for information on "close or proximate" contacts.
 - If more than seven days have passed since the person suspected or confirmed to have COVID-19 visited or used the ski facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection should continue.
- For activities involving the handling of shared objects (e.g. payment devices) areas (e.g. seating areas, restrooms), and/or surfaces (e.g. doors, counters), Responsible Parties must ensure that such areas and objects are cleaned and disinfected daily, at a minimum.
- Responsible Parties must prohibit shared food and beverages among employees (e.g., self-serve meals and beverages), encourage employees to bring meals from home, and reserve adequate space for employees to observe social distancing while eating meals.

D. Phased Reopening

- Responsible Parties are encouraged to phase-in reopening activities to allow for operational issues to be resolved before activities return to normal levels. Responsible Parties should consider limiting the number of employees, hours, and number of patrons served when first reopening so as to provide operations with the ability to adjust to the changes.
 - Responsible Parties should consider prioritizing early access to the facility for season pass holders and/or local patrons as visitation increases during the beginning days and weeks of operation.
 - Responsible Parties should consider any appropriate revisions to their ticket cancellation and refund policies to encourage any ill patrons to stay home.

E. Communications Plan

- Responsible Parties must affirm that they have reviewed and understand the state-issued industry guidelines, and that they will implement them.
- Responsible Parties should develop a communications plan for employees and patrons that includes applicable instructions, training, signage, and a consistent means to provide employees and patrons

with information. Responsible Parties may consider developing webpages, text and email groups, and social media.

- Responsible Parties must encourage individuals to adhere to CDC and DOH guidance regarding the use of PPE, specifically face coverings, through verbal communication and signage.
- Responsible Parties should post signage inside and outside of the ski facility to remind employees and patrons to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfection protocols.

III. PROCESSES

A. Screening and Testing

- Responsible Parties must implement mandatory daily health screening practices for employees, and, where practicable, contractors and vendors, but such screening shall not be mandated for general patrons or delivery personnel; except for patrons who are engaged in group or private adult or child ski lessons or group activities, who must complete such a screening before entering the ski facility and prior to any instruction or ski activity.
- Screening practices may be performed remotely (e.g., by telephone or electronic survey), before individuals report to the ski facility, to the extent possible; or may be performed on site.
- Screening should be coordinated to prevent individuals from intermingling in close or proximate contact with each other prior to completion of the screening.
- At a minimum, electronic and in-person screening must be completed using a questionnaire that determines whether the employee has:
 - (a) 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;
 - (b) tested positive for COVID-19 through a diagnostic test in the past 14 days;
 - (c) experienced any symptoms of COVID-19 in the past 14 days; and/or
 - (d) traveled within a state or country with significant community spread of COVID-19 for longer than 24 hours within the past 14 days.
- Refer to CDC guidance on "[Symptoms of Coronavirus](#)" for the most up to date information on symptoms associated with COVID-19.
- Refer to DOH [travel advisory](#) for the most up to date information on states and countries with significant spread of COVID-19 and quarantine requirements.
- Screening practices include:
 - If space and building configuration allows, screen employees at or near the building entrance to minimize the impact in case of a potential suspected or confirmed case of COVID-19.
 - Allow for adequate social distancing while employees queue for screening and/or building entry.
 - Admit only employees who have been screened either remotely or upon arrival.

- If temperature checks are performed, use contactless thermal cameras in building entrances to identify potentially symptomatic employees and direct them to a secondary screening area to complete a follow-up screening. If not possible or feasible, a temperature check may be performed using contactless thermometers.
- Responsible Parties must require employees to immediately disclose if and when their responses to any of the aforementioned questions changes, such as if they begin to experience symptoms, including during or outside of work hours.
- In addition to the screening questionnaire, temperature checks may also be conducted per Equal Employment Opportunity Commission or DOH guidelines. Responsible Parties are prohibited from keeping records of employee health data (e.g., the specific temperature data of an individual), but are permitted to maintain records that confirm employees were screened and the result of such screening (e.g., pass/fail, cleared/not cleared).
- Responsible Parties must ensure that any personnel performing screening activities, including temperature checks, are appropriately protected from exposure to potentially infectious employees entering the ski facility. Personnel performing screening activities should be trained by employer-identified individuals who are familiar with CDC, DOH, and OSHA protocols.
- Screeners should be provided and use PPE, including at a minimum, an acceptable face covering, and may include gloves, a gown, and/or a face shield.
- An individual who screens positive for COVID-19 symptoms must not be allowed to enter the facility and employees who screen positive must be sent home with instructions to contact their healthcare provider for assessment and testing.
 - Responsible Parties should remotely provide the employee with information on healthcare and testing resources.
 - Responsible Parties must immediately notify the state and local health department about the case if test results are positive for COVID-19.
- Responsible Parties should refer to DOH's "[Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure](#)" regarding protocols and policies for employees seeking to return to work after a suspected or confirmed case of COVID-19 or after the employee had close or proximate contact with a person with COVID-19.
- Responsible Parties must designate a central point of contact, which may vary by activity, location, shift or day, responsible for receiving and attesting to having reviewed all questionnaires, with such contact also identified as the party for individuals to inform if they later are experiencing COVID-19-related symptoms, as noted on the questionnaire.
 - Identified point of contact for the ski facility should be prepared to receive notifications from individuals of positive cases and initiate the respective cleaning and disinfection procedures.
- Responsible Parties must designate a site safety monitor whose responsibilities include continuous compliance with all aspects of the site safety plan.
- Responsible Parties must maintain a sign-in log (i.e., sign-in data) of every person, including employees, patrons, and where practicable, contractors, and vendors, who may have close or proximate contact with other individuals at the workplace or area; excluding deliveries that are performed with appropriate PPE or through contactless means.

- The log must contain contact information, including each individual's full name, address, and phone number, such that all contacts may be identified, traced, and notified in the event of a positive COVID-19 case.
- Responsible parties must cooperate with state and local health department contact tracing efforts.

B. Tracing and Tracking

- Responsible Parties must notify the state and local health department immediately upon being informed of any positive COVID-19 test result by an individual, including employees, patrons, and, as applicable, contractors and vendors, at their ski facility.
- In the case of an individual who interacted at the ski facility testing positive, the Responsible Parties must cooperate with the state and local health department as required to trace all contacts at the ski facility and notify the state and local health department of all individuals who entered the ski facility dating back 48 hours before the individual first experienced COVID-19 symptoms or tested positive, whichever is earlier. Confidentiality must be maintained as required by federal and state law and regulations.
 - In the case of an individual showing symptoms while in the ski facility, Responsible Parties must notify the individuals in the surrounding areas or who may have been affected immediately with information on where the individual has been throughout the ski facility and notify them if the symptomatic person tests positive.
- State and local health departments may, under their legal authority, implement monitoring and movement restrictions of infected or exposed persons including home isolation or quarantine.
- Employees who are alerted that they have come into close contact with a person with COVID-19, and have been alerted via tracing, tracking or other mechanism, are required to self-report to their employer at the time of alert and shall follow the protocol referenced above.

IV. EMPLOYER PLANS

Responsible Parties must conspicuously post completed safety plans on site for employees. The State has made available a business reopening safety plan template to guide business owners and operators in developing plans to protect against the spread of COVID-19.

Additional safety information, guidelines, and resources are available at:

New York State Department of Health Novel Coronavirus (COVID-19) Website
<https://coronavirus.health.ny.gov/>

Centers for Disease Control and Prevention Coronavirus (COVID-19) Website
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Occupational Safety and Health Administration COVID-19 Website
<https://www.osha.gov/SLTC/covid-19/>

At the link below, affirm that you have read and understand your obligation to operate in accordance with this guidance:

<https://forms.ny.gov/s3/ny-forward-affirmation>