



**COVID-19 Update
To the Syracuse Builders Exchange Membership
Earl R. Hall, Executive Director
May 29, 2020**

Earlier today, Governor Andrew Cuomo announced the NY Forward Phase 2 reopening for businesses in the Finger Lakes, Central New York, North County and Southern Tier.

Yesterday, New York State published [NY Forward Guidance and Requirements for Phase 2 industries](#), which includes [detailed requirements for "all office-based jobs"](#) and once again a [safety plan template](#). All businesses in Phase 2 must have a safety plan upon reopening, and maintain the safety plan on site in the event of an inspection from a governmental entity.

The guidance and rules apply to "all office-based work activity – both essential and non-essential." Like the Phase 1 guidance for construction, employers are required to complete an [online affirmation](#).

The guidance states, "these guidelines may also apply to business operating parts of their business functions under different guidelines (e.g. front office for a construction company)." As such, employers should be prepared to comply with them and complete the affirmation of this specific guidance.

The Syracuse Builders Exchange will be bringing back to our office all of our employees beginning Tuesday, June 2, 2020. Our office hours will return to normal, which will be Monday-Friday, 7:00 AM – 5:00 PM.

The Syracuse Builders Exchange has implemented a safety plan for our employees and building visitors, so I ask that all members visiting our office not only wear a face mask, but attempt to maintain social distancing. We will have hand sanitizers available for all of our guests to use upon entry and exit of our building.

I have missed the familiar voices of our employees, and I have missed seeing our members and your employees in our building. Welcoming back our staff is an exciting time as they are the Builders Exchange's most valuable resource. Their safety, and that of our visiting members, is my top priority. I believe we have a safety plan that will protect both while allowing our employees to be more productive and efficient at their job. While the staff has been able to continue to work from home over the past 10 weeks, having them back at the office will be important from a business and human perspective.

I'd like to thank our members for your tremendous support of the Syracuse Builders Exchange over the past 10 weeks. Our employees and I have enjoyed working to help your business and your employees during the pandemic. As always, I remain available to assist our members with any

questions or concerns you may have.

A handwritten signature in blue ink, appearing to read "E. D. Lee". The signature is fluid and cursive, with the first letter 'E' being particularly large and stylized.