



May 20, 2020

Dear City Business Owners and Managers,

As we enter the first of four phases in the reopening process due to the COVID 19 pandemic, it is our goal to support City businesses in opening swiftly and safely. The following information has been compiled to help prepare your business in this endeavor. All reopening must be done in accordance with New York State guidelines. Utilizing this information will help to ensure your business is in compliance once you are cleared to reopen by the state.

New York Forward Business Reopening Lookup Tool

<https://www.businessexpress.ny.gov/app/nyforward>

Industries Reopening by Phase

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

New York Forward Business Affirmation

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

New York Forward Business Re-Opening Safety Plan Template

https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/NYS_BusinessReopeningSafetyPlanTemplate.pdf

We are requiring each business to complete a **City of Glens Falls Self-assessment and Affirmation of Compliance Form** prior to reopening. Once you have met all the requirements and drafted your reopening safety plan, fill out the form and verify compliance with each item. The form must be signed and submitted via mail or email to:

*Address: City of Glens Falls Fire Department
134 Ridge Street
Glens Falls, NY 12801*

Email: firefp@cityofglensfalls.com

Each business will be required to post a completed copy of this form at every entrance used by the public.

Sincerely,

Mayor Daniel L. Hall