



MEADOWS OFFICE BUILDING • 140 COUNTY HIGHWAY 33 W • COOPERSTOWN, NEW YORK 13326
DEPARTMENT OF HEALTH TELEPHONE: (607) 547-4230 FAX: (607) 547-4385

March 26, 2021

Memo: NYS Interim Guidance for Food Services During the COVID-19 Public Health Emergency.

To: Business Owners/caterers hosting non-essential public gatherings

NYS Governor Andrew Cuomo has announced updated guidance on non-essential public gatherings. Effective March 15, 2021, Responsible parties, including event venue and facility owners and/or operators, and event organizers, must comply with additional requirements for non-residential events that involve the gathering of attendees above the State's social gathering limit, (which is currently set at 100). Events which may feature the preparation and service of food and/or beverage for parties, including but not limited to wedding receptions, celebrations, and similar private venue events, such as meetings and conferences.

Responsible parties must notify the respective county health department if they plan to host in person and catered events that exceed the State's maximum social gathering limit. Responsible parties must submit event details to the local health department at least 5 days in advance of the event date. Details shall include, but are not limited to, 1. responsible parties contact information, 2. event/function name, 3. Event address, 4 event date and time, 5 event duration, 6 expected number of guests, 7 expected number of event staff, 8 location on premises indoor/outdoor indicted by description and/or event floor plan.

Attached is a form to utilize when reporting such events/functions. You are not required to use the provided form you may submit required elements on your own form if preferred.

*Events may be subject to inspection by the local health department to ensure compliance with all provisions of the guidance.

Also attached is a summarization of the guidance for your review.

Heidi Bond

Public Health Director