A New York State mandate requires everyone to wear a face covering when outside their home if unable to maintain at least 6 feet of distance from others. In accordance with this requirement, as further clarified by NYC Health guidance, the following protocol will go into effect in all non-court DCAS managed buildings, effective August 31, 2020.

1) DCAS Police will not permit anyone to enter the building without a face covering, except as set forth in 3(b)(iv)(2) below.

2) DCAS Police will provide a face covering to an individual who does not have one.

3) For those who are unable to wear a face covering for medical reasons:
   a) Building Employees:
      i) DCAS Police will advise the employee that to enter the building, they must wear a face shield and must wear it whenever it is not possible to maintain social distancing.
      ii) If the employee does not have a face shield, DCAS Police will offer one to the employee.
      iii) DCAS Police will deny entry to an employee who claims they are unable to wear both a face covering and a face shield and advise them to contact their Human Resources Department for further guidance.
   b) Visitors and clients:
      i) Each agency in the building must provide an agency representative(s) that DCAS Police will contact when a visitor or client states they are unable to wear a face covering or face shield for medical reasons.
      ii) DCAS Police will advise the visitor or client that to enter the building, they must wear a face shield. If the individual does not have a face shield, DCAS Police will offer one.
      iii) If the individual refuses to wear a face shield due to a disability, or one is not available, DCAS Police will contact the agency representative(s).
      iv) The agency representative(s) must:
         (1) Meet with the visitor or client in the front lobby or outside to discuss possible alternative meeting arrangements with the individual, such as meetings by telephone or an online platform.
         (2) If a remote alternative meeting cannot be arranged, the agency representative may take steps that facilitate the individual’s passage through the building while maintaining social distancing of at least 6 feet from others (e.g., taking the elevator alone, meeting in a large conference room).
         (3) Refusal to accommodate the visitor or client may violate the ADA.

* Subject to change as the situation evolves and in accordance with guidance from the NYC Law Department and NYC Department of Health.