

## COVID-19 Related Policies

### Summary

The guidance contained in this revised document is effective March 30, 2022.

To reduce the risk of COVID-19 transmission, the most important action any New Yorker can take is vaccination. Vaccination is free and convenient across the five boroughs and in bordering counties. Convenient sites can be found via <https://www.nyc.gov/vaccinefinder> or by calling 877-VAX-4-NYC.

This guidance was prepared by the Department of Citywide Administrative Services (DCAS) in partnership with the Mayor's Office, the Department of Health and Mental Hygiene, the Office of Labor Relations (OLR), Financial Information Services Agency – Office of Payroll Administration (FISA-OPA) and the Law Department.

Recommendations are advisory and should be used for planning purposes only; agencies are encouraged to make their own decisions based on their unique workspaces and workforces. Please be advised that the information contained herein represents current guidance as of the date of release, and agencies should reference the primary resources included throughout this document when establishing their policies and protocols.

3/25/22

## TIME AND LEAVE

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The City has set forth the following policies that are applicable during the outbreak of COVID-19.

- Leave policy: [Updated Guidance for City Agencies on Leave Policy Applicable During the Outbreak of Coronavirus Disease 2019 \(COVID-19\)](#).
- Time off and rewarding of compensatory time for receiving a COVID vaccine: [PSB 600-4: Temporary Citywide Policy for Vaccination of City Employees against SARS-CoV-2](#).
- Time off for taking a child to receive a COVID vaccine: [Mayor's Personnel Order No. 2021/2](#).

## FACE COVERINGS

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- See [DCAS Commissioner's Directive 2020-1](#) and [Executive Order 11](#) for face covering guidance.
- City employees may continue to wear a face covering in the workplace without interference but are authorized to remove their face coverings in the workplace if they wish to do so.
- Every City employee able to medically tolerate a face covering must wear a face covering that covers the mouth and nose:
  - When interacting with members of the public in an indoor setting.
  - During 6-10 days after infection with COVID-19 upon returning to the worksite.
  - If the employee is employed at a state regulated health care setting, adult care facility or nursing home, correctional facility, or homeless or domestic violence shelter.
- Face coverings are strongly recommended under the following circumstances:
  - When the employee is not fully vaccinated.
  - When employees are interacting in close quarters, such as in shared meeting spaces, elevators, and building lobbies.
  - When the employee has been in close contact with a person infected with COVID-19 (but not required to quarantine) for 10 days following exposure.

## VACCINE MANDATE

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Vaccination against COVID-19 is mandatory for all City employees beginning November 1, 2021, per [DOHMH Commissioner's Order to Require COVID-19 Vaccination for City Employees and Certain City Contractors](#). Please contact your Agency Vaccination Lead for the latest information and resources on vaccinations for employees.

- Individuals five years of age and older are eligible to be vaccinated and the City requires City employees and contractors to be get vaccinated, unless they have been granted a reasonable accommodation.
- Walk-in vaccinations are available at all City-run sites. Employees may register [online](#) to schedule a vaccination appointment or use the City's [vaccine finder website](#) to find vaccination locations.
- The City has implemented a time and leave policy for employees to allow time off for vaccination.
  - The policy provides up to four hours of excused leave during work hours for travel (to and from) and administration of the vaccine, including the booster. There is no excused leave to care for a child with vaccine reactions and the employee must use their sick leave balances.
  - Upon successful completion of full vaccination (two weeks after either a single-dose or a one-dose vaccine, or the second dose of two-dose vaccine), the employee is eligible for three hours of comp time. Additional comp time will not be granted for the booster shot.
  - See [PSB 600-4: Temporary Citywide Policy for Vaccination of City Employees against SARS-CoV-2](#) for the full policy.

- Vaccine resources:
  - Information about vaccines: [nyc.gov/covidvaccine](https://nyc.gov/covidvaccine)
  - Vaccination site locator: [nyc.gov/vaccinefinder](https://nyc.gov/vaccinefinder)
  - Vaccination site scheduler: [COVID-19 Vaccine Hubs Appointment Scheduler](#)
- Fully vaccinated people should also get tested if they are symptomatic with COVID-like symptoms.
  - Information on testing and testing locations can be found at [nyc.gov/covidtest](https://nyc.gov/covidtest).

## MANAGING COVID-19 CASES

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Agencies should implement procedures to take action when an individual who tests positive for COVID-19 has been in the workplace or develops symptoms while in the workplace. The information provided in this section is general guidance only; agencies should consult with their Human Resources Department, General Counsel Office, EEO Officer, Safety and Health Coordinator, and Agency Chief Privacy Officer when developing procedures.

### Notifications

- An employee must notify HR if they develop symptoms of COVID-19 while in the office.
- An employee who tests positive for COVID-19 and was in the office during their infectious period must notify HR of their positive test.
- The HR representative must work the appropriate units within their agency to:
  - Establish if cleaning is required (time dependent, see [Remedial Cleaning](#) section below).
    - If cleaning is required,
      - Close off the area that needs to be cleaned such that the identity of the individual is not revealed (e.g., include multiple workstations in addition to the one assigned to the individual who tested positive).
      - Designate with signage that the area is closed for cleaning.
      - Notify building management or cleaning vendor to provide remedial cleaning.
  - Establish whether the case was confirmed positive with a diagnostic test.
  - If a confirmed positive case, interview staff and compile a list of Close Contacts ensuring not to disclose any information that identifies the employee without the employee's consent.
- An employee's name or any information that may reveal their identity may not be disclosed without the employee's consent. Supervisors and managers may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations.

### Remedial Cleaning

If an employee develops symptoms or has been in the workplace prior to testing positive for COVID-19, the following remedial cleaning requirements apply:

- If it has been less than 24 hours since the employee was last in the workplace:
  - To the greatest extent practicable, close off the area around the employee's office or workstation in a manner that will not reveal the identity of the employee. For example, the area to be closed may include an office and workstations nearby, or the workstation that the positive employee used and workstations proximate to it. Signage should be used to indicate no one should enter the blocked-off area during the remedial cleaning process.
  - Where possible, also close off areas visited by the employee for longer than 15 minutes. As with the employee's workstation, any areas that are closed off must be done so in a manner so as not to reveal the identity of the employee.

- Clean and disinfect all areas blocked off (as indicated above), bathrooms, common areas, and shared electronic equipment used by the employee following the CDC's [guidance on cleaning and disinfecting](#).
- If the employee showed symptoms while at work, notify the building management on generally where the employee has been throughout the building and that the employee has tested positive. Do not disclose the employee's name or specific work locations unless the employee has expressly authorized it, preferably obtained in writing.
- If it has been more than 24 hours since the employee was last in the workplace, no remedial cleaning is needed.

## PERSONAL HYGIENE BEST PRACTICES

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- Remind employees to clean and disinfect individual workspaces and surfaces, and equipment before and after use.
- Encourage employees to wash their hands with soap and water for at least 20 seconds.
- Make hand sanitizer containing at least 60% alcohol readily available.

## SUPPORT FOR EMPLOYEES

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- Share and make easily accessible all employee resources the City offers to promote health and wellness.
- In addition to sharing information regarding the [Employee Assistance Program](#), agency personnel representatives should also familiarize themselves with the citywide and agency-specific programs offered by [Work Well NYC](#) and [Thrive NYC](#).
- There are also generally available resources from NYC Well:
  - [COVID-19 Digital Mental Health Resources](#)
  - 24/7 counseling and referrals to care:
    - Call: 888-NYC-WELL (888-692-9355).
    - Text “WELL” to 65173.
    - Chat online at [nyc.gov/nycwell](https://nyc.gov/nycwell)