

Winter 2022 COVID-19 Guidance

for Employers

As COVID-19 cases and hospitalizations continue, employers can help protect their employees with these actions:



Reduce exposure risk.

- Implement staggered and flexible schedules for eligible employees so that fewer employees are at work at the same time and commuting during rush hour.
- Cancel in-person meetings and events, and encourage phone calls and virtual meetings.



Encourage testing.

- Encourage employees to get tested immediately if they have COVID-19 symptoms or after three to five days from exposure if they were in close contact with someone with COVID-19. Visit nyc.gov/health and search for **COVID-19 testing** to see the latest testing guidance.
- Direct employees to testing sites by calling 212-COVID19 (212-268-4319), visiting nyc.gov/covidtest or texting “COVID TEST” to 855-48.
- Ask employees to inform you right away if they test positive, even if with an at-home test.



Ensure employees stay home if they are sick or test positive.

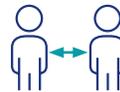
Encourage and remind employees to stay home and get tested when sick, even if they only have minor symptoms.

- Provide paid time off for sickness and caring for children who are sick.
 - Have flexible documentation requirements. For example, allow employees to provide at-home test results by submitting their test brand, test date and a photo of the results.
- If employees become sick at work, send them home immediately.
 - For guidance about handling a case in the workplace, visit nyc.gov/health and search for **COVID-19 cases at the workplace**.
 - For guidance on what to do after a positive test, visit on.nyc.gov/covid-symptoms.



Require masks at all times.

- Require masks at all times, except when actively eating or drinking, even for employees who are fully vaccinated. Provide employees with higher-grade masks, such as an N95, a KN95 or a KF94. If higher-grade masks are unavailable, wearing a cloth mask over a disposable mask makes a tighter fit and adds layers. Make sure masks snugly cover the nose and mouth. For mask guidance, visit on.nyc.gov/face-masks.
- Enforce mask guidance: Talk to employees who are incorrectly wearing their mask (for example, below the nose), and remind them they need to wear it correctly to protect themselves and others.



Maintain distance.

- Arrange the workplace to keep employees distanced wherever possible, especially when interacting with the public.



Promote vaccination.

The best way to prevent transmission, hospitalization and death from COVID-19 is through vaccination.

- All on-site employees must be vaccinated as of December 27, 2021, per an NYC Health Commissioner Order. For more information, visit nyc.gov/health and search for **vaccination workplace requirement**.
- Encourage all employees to get a booster shot as soon as they are eligible. Direct them to vaccination sites at nyc.gov/vaccinefinder, and give them paid time off for vaccination and related side effects. To learn more about the NYC Paid Sick Leave laws, visit nyc.gov/health and search for **COVID-19 and paid sick leave**.
- Share trusted, accurate information about vaccination with employees from nyc.gov/covidvaccine.