

NOTICE TO DEP EMPLOYEES

(email communication from DEP copied below)

Following a successful resumption of in-office work this past May, City agencies will be resuming pre-March 2020 work schedules in the office beginning September 13, 2021. Telework will end, except in very limited circumstances. Employees are entitled to reasonable accommodations for disability, pregnancy and related medical conditions. Requests for accommodations can be made to the agency EEO officer, supervisors, or managers.

In preparation of your full-time return to the office, please familiarize yourself with the following requirements:

Health Screening Questionnaire

Employees are still required to submit a health screening questionnaire daily either by using the Agency's app or by hard copy. If you need assistance with the app, please call the BIT helpdesk.

Social Distancing

Physical distancing is not required for employees unless they are interacting with the public. When employees interact with the public, individuals must stay at least 6 feet (about 2 arm lengths) from each other in both indoor and outdoor workspaces, where feasible.

Face Coverings

Everyone who is able to medically tolerate a face covering must wear a mask covering their nose and mouth at all times, except when eating or drinking, while in shared indoor City workspaces. A shared indoor City workspace is a communal or open office setting in which individuals cannot be separated by a closed door.

In private spaces, employees who have provided proof of vaccination and completed the Agency's consent form to use their proof of vaccination to be exempted from the mask mandate, may remove their face coverings.

Under no circumstances may an employee who has not provided both proof of vaccination and consent remove their face covering in the workplace (except when eating or drinking). This means that employees who provided proof of vaccination and consent may remove their face covering if they are alone in a room with the door closed. Employees who have not provided proof of vaccination who remove their masks in the workplace will be disciplined.

Weekly Testing

Effective September 13th, employees who have not submitted proof of vaccination and consented to that proof of vaccination being used to exempt them from the COVID testing requirement, will be required to submit to weekly COVID PCR testing. Employees who are required to submit to weekly COVID testing will receive further details prior to September 13th.

You may submit proof of vaccination and complete the attached consent form by clicking the following: <https://forms.office.com/g/DD5bGHUHEA>. Please also remember to complete the consent form, providing your consent to use this proof by checking one of the options on the consent form. Your information will be treated as confidential.

Additional information will be provided when we receive it from DCAS.

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As indicated in Commissioner Sapienza's August 30th email, there is currently a NYC mandate in place that requires City employees to get a weekly COVID test if they have not provided proof of vaccination and consent to use this proof for the purpose of exempting them from this requirement. These weekly tests must be PCR tests. Rapid antigen tests are not acceptable.

You are receiving this email because to date, Agency records indicate that you have not provided this information. In view of this, you must provide your Bureau Administrator (BA) with your first weekly proof of a negative COVID test no later than 12:00 noon on September 13th. Thereafter, you must get tested once every seven days and proof of testing must be submitted to your BA every Friday by 12:00 noon. For example, if you get tested on Tuesday, September 7th, you must get your next test by Tuesday, September 14 and submit that result to your Bureau Administrator on Friday, September 17. Please be aware that it can take a few days to get the results of a PCR test. It is your responsibility to time your test so that you have the results by Friday. Failure to provide this information weekly, will subject you to discipline and possible termination.

COVID testing is part of your workday and should occur at the beginning or end of your workday. You will be allowed a maximum of two hours for testing (including travel time) and must get your supervisor's approval of your testing time. In view of this, if testing is not offered at your worksite, you should select a testing site close to either your home or workplace.

A list of testing sites can be found by clicking the following link <https://www1.nyc.gov/site/coronavirus/get-tested/covid-19-testing.page>. (For upstate employees only: Your Bureau will be providing additional information regarding testing sites in a separate communication.)

If at any point you should become fully vaccinated, please send your proof of vaccination and consent to use this proof to be exempted from the required COVID testing to the Bureau of Organizational Development and Human Resources (ODHR). This information can be uploaded and submitted by using the following link <https://forms.office.com/g/DD5bGHUHEA>. If you prefer to submit this information by hard copy, it can be given to your BA who upload it for you and submit it on your behalf to ODHR. Even after submitting this information, you will still be subject to COVID testing until you are notified by OD&HR that you are no longer subject to testing.

All information will be kept confidential. If you have any questions, please ask your Bureau Administrator (*listing below*) or send it to ODHR at VaccineCompletion@dep.nyc.gov. If you think you received this email in error, please contact ODHR at VaccineCompletion@dep.nyc.gov.

Thank you for your cooperation in this matter.