

NOTICE TO DOI EMPLOYEES

(email communication from DOI on 9/3 copied below)

As the Commissioner noted in her email below, all City employees are expected to return to working full-time in the office on September 13, 2021. Over the next two weeks, we will be sending a series of emails answering your questions and providing you with more information on our return to the office and the weekly testing requirement for unvaccinated staff.

Many of you have raised concerns about the difficulty in transitioning to a full time in-office schedule in such a short time frame. If your personal circumstances (e.g., additional time needed to arrange suitable childcare or other dependent care) will prevent you from fully complying with the Mayor's mandate to return to a full-time in-office schedule by September 13th, please send an email explaining your circumstances to the DOICovidInfo@doi.nyc.gov inbox.

Another frequently asked question concerns social distancing protocols. As part of the September 13th Citywide return to the office, the team assignments, alternating seat assignments, and six feet distancing requirements are being eliminated, because the previous occupancy limits have been lifted. Everyone will return to their previously assigned workstation, and everyone will be required to wear a mask at all times while they are in a shared or open area of the office, except when eating or drinking. This mask requirement applies to everyone, regardless of vaccination status. Only individuals who have submitted proof of vaccination are permitted to remove their masks in the office, and only when alone in a closed office or conference room.

Please continue to send your questions or concerns to the DOICovidInfo@doi.nyc.gov inbox.

NOTICE TO DOI EMPLOYEES

(email communication from DOI on 9/1 copied below)

All —

Earlier today, we were informed by DCAS that, effective **September 13, 2021**, the Mayor is rescinding approval for routine telework and all City employees must return to their offices full-time. This is also the day that the City's previously announced vaccine mandate for City employees (requiring at least one shot of a COVID vaccine or weekly negative PCR test results) goes into effect.

We are still digesting the announcement and accompanying documents and policies, so I expect we will have more specific DOI guidance to issue shortly. But given the short timeframe, I wanted to inform you all of the key return-to-office requirement as soon as possible.

Here's what we do know, based on the DCAS guidance:

- All City employees must have the office as their default or primary workplace beginning September 13th

- Masks will be required for all City employees, regardless of vaccination status, while in a shared indoor workspace
- Alternative work schedules like staggered start times and compressed workweek will continue to be available, at agency discretion
- COVID-related leave policies, such as those for childcare issues, required quarantines, or vaccination will remain in effect
- Requests for expanded telework based on personal medical circumstances may be considered through the Reasonable Accommodation process

We do not yet know the extent to which occasional/situational/ad hoc telework will be permitted, at agency discretion, although I do not expect that we will be permitted to allow routine telework at any level (e.g. one or two days a week every week).

If you have questions or want to raise specific concerns, please email those questions or concerns to DOICovidInfo@doi.nyc.gov, so that we can efficiently and effectively address them.

As I have said from the start of the pandemic, my goal has been to put your health and safety first, while doing everything possible to continue the important mission of DOI despite the challenges of the past 18 months. At every turn, you have risen to the occasion. Together, we have worked to give our people, the lifeblood of DOI, the greatest possible flexibility within my authority. Much of that authority is now ending, but our commitment to your health, safety, and effectiveness as DOI employees is undiminished.