

## **NOTICE TO DSNY EMPLOYEES**

(email communication on 9/7 from DSNY copied below)

Earlier this week, the Mayoral Restart Taskforce and DCAS released updated guidance and directives regarding Return to Office for New York City agencies. That guidance is attached and available at this link: [https://www1.nyc.gov/assets/dcas/downloads/pdf/guidelines/city\\_guidance.pdf](https://www1.nyc.gov/assets/dcas/downloads/pdf/guidelines/city_guidance.pdf). I have summarized the important changes below.

If you have any questions about these requirements, please contact your supervisor.

### **Full Return to Office**

Beginning Monday, September 13, all City government employees that have previously been teleworking or working a hybrid schedule should transition to working in the office full-time. Limited exceptions will apply pursuant to reasonable accommodations determined by the Office of Equity, Diversity and Inclusion. If you have any questions or concerns, please contact your supervisor.

### **COVID-Safe Policy: Mandatory Vaccination or Weekly Testing**

Beginning Monday, September 13, every City employee must either provide a one-time verification that they are fully vaccinated OR provide a weekly record of a negative PCR test. Employees who have already provided proof of vaccination for other purposes do not need to take any further action. Employees who have not yet provided proof of vaccination to Human Resources or the Medical Division should do so using this form: <https://www1.nyc.gov/assets/dsny/site/contact/covid-19-vaccine-registration>

Employees who choose not to provide proof of vaccination must provide weekly COVID PCR test results. We will circulate a similar online form for test result submission in the coming days.

Only PCR tests processed by medical professionals qualify for the City's COVID-Safe Requirement. These tests usually take one-two days to process at a lab, but some PCR tests are rapid tests. Both rapid and non-rapid PCR tests can be used. Antigen tests and at-home tests do not qualify for this requirement.

Employees who refuse to comply with these requirements will be placed on Leave Without Pay until they are in compliance. Employees who refuse to comply may face disciplinary action.

The City of New York offers free COVID-19 testing in convenient locations across the five boroughs and will continue to do so, but employees may opt to go to their trusted medical professionals as well. There are hundreds of PCR testing locations in the five boroughs; the list can be found at [nyc.gov/covidtest](https://www1.nyc.gov/covidtest). If you'd like to receive a test specifically at a City-sponsored site, that list can be found here: <https://www.nychealthandhospitals.org/test-and-trace/testing/>.

### **Updated Face Covering Requirements**

Beginning Monday, September 13, all City employees must wear a face covering at all times while in a shared indoor workspace. A shared indoor City workspace is a communal or open office setting in which

individuals cannot be separated by a closed door. This requirement applies to both vaccinated and non-vaccinated employees.

Please continue to protect yourselves, your families and your colleagues. Get vaccinated, get tested, stay home if you're sick and wear a face covering.