

COVID-19 Related Policies

Summary

The guidance contained in this revised document is effective March 2, 2023.

To reduce the risk of COVID-19 hospitalization and death, 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.

3/2/23

TIME AND LEAVE

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

- See [DCAS Commissioner's Directive 2020-1](#) for face covering guidance.
- Except as otherwise noted below, city employees may choose whether to wear a face covering while at work (including at the worksite and any offsite meeting or events), and employee's decision to wear or not wear a face covering shall not be interfered with.
- Every City employee able to medically tolerate a face covering must wear a face covering that covers their mouth and nose while at work (including at the worksite and any offsite meetings or events) during days 6-10 after infection with COVID-19 (day 1 is the day after symptoms began or, if they had no symptoms, after the date of their positive COVID-19 test).
- Face coverings are strongly recommended when the employee has been in close contact with a person infected with COVID-19 for 10 days following exposure.

VACCINE POLICY

Vaccination against COVID-19 is optional for all City employees beginning February 10, 2023.

- 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](#)
 - Vaccination site locator: [nyc.gov/vaccinefinder](#)
 - Vaccination site scheduler: [COVID-19 Vaccine Hubs Appointment Scheduler](#)
- People who are vaccinated against COVID-19 should also get tested if they have symptoms of COVID or were recently exposed.
 - Information on testing and testing locations can be found at [nyc.gov/covidtest](#).

MANAGING COVID-19 CASES

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:
 - Confirm the individual tested positive for COVID-19..
 - Establish if cleaning is required (time dependent, see [Remedial Cleaning](#) section below).
 - If a confirmed positive case,
- 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 , 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 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

- Remind employees to regularly clean and disinfect individual workspaces and surfaces, and equipment.
 - 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.
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SUPPORT FOR EMPLOYEES

- 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