

In response to the COVID-19 pandemic, the following policies and procedures related to face coverings, health screenings, cleaning, and managing COVID-19 cases are in place in all non-court DCAS managed buildings until further notice.

### DEFINITIONS

**"Building Tenant"** is a City agency or non-City entity that is a tenant in a DCAS-managed building.

**"Building Employee"** is a City employee or an employee of a non-City entity that is a tenant in a DCAS managed building.

**"Visitors"** are prescheduled or expected guests who an employee anticipates will have a prolonged visit and will interact closely with Building Employees but who are not seeking services from the Building Tenant. Examples of Visitors include, a consultant, a vendor working on a project, and individuals coming from other organizations for conferences and meetings.

**"Clients"** are members of the public who are seeking services from a Building Tenant as walk-ins or by appointment.

**"Building Tenant Representative"** is the Building Tenant contact or contacts that the Building Tenant has provided to DCAS Police who will be contacted by DCAS Police when a Building Employee, Visitor, or Client of the Building Tenant is noncompliant with building entry requirements (i.e., face coverings and health screenings assessments).

**"Health Screening Assessment"** or **"HSA"** is a tool used to screen Building Employees, Visitors, and Clients for COVID-19 symptoms and exposure before the individual can enter the building.

**"Close Contact"** is someone who was within 6 feet of an infected person, for at least 15 minutes over a 24-hour period, starting from 2 days before illness onset (or, for asymptomatic person, 2 days prior to test specimen collection) and continuing 5 days after onset.

**"Shared Indoor City Workspace"** is a space within a DCAS managed building in which there is more than one individual present at the same time and the individuals cannot be separated by a closed door.

### BUILDING REQUIREMENTS

#### FACE COVERINGS

The Department of Citywide Administrative Services (DCAS) requires that **everyone**, even if vaccinated, able to medically tolerate a face covering wear a face covering that covers the mouth and nose at all times (except when eating or drinking) when entering the building or when in a shared indoor City workspace. A shared indoor City workspace is a communal or open office setting in which individuals cannot be separated by a closed door. Consistent with the [City's face covering policy](#), **this requirement applies to fully vaccinated individuals.**

In accordance with these requirements, the following protocol is in effect:

- DCAS Police will not permit anyone to enter the building without a face covering that covers their mouth and nose, except as set forth below.
- DCAS Police will provide a face covering to an individual who does not have one.

- If a Building Employee refuses to wear a face covering, DCAS Police will inform the Building Employee that they should contact their Human Resources Department for further guidance; the Building Employee will be denied entry.
- If a Building Employee has:
  - Requested a reasonable accommodation because they cannot medically tolerate a face covering and the request is pending, they will be denied entry pending the reasonable accommodation process.
  - Received an accommodation that allows entry without a face covering, they must show documentation from their agency to DCAS Police that states the conditions of the accommodation (e.g., wearing a face shield, taking the elevator alone, etc.) and comply with all conditions.
- If a Visitor or Client, who is over the age of 2 years, refuses to wear a face covering:
  - DCAS Police will:
    - Provide a list of Building Tenant Representatives to the individual, and
    - Ask them to go to a designated area (if available) or outside to call their Representative.
  - If the Visitor or Client does not have a phone, DCAS Police will call the Building Tenant Representative on their behalf.
  - The Building Tenant Representative must meet with the Visitor or Client in the designated area (if available) or outside of the building to discuss possible alternative meeting arrangements with the individual, such as meetings by telephone or an online platform.
  - If a remote alternative meeting cannot be arranged, the agency representative may take steps that facilitate the individual’s passage through the building while maintaining physical distancing of at least 6 feet from others (e.g., taking the elevator alone, meeting in a large conference room).
- Physical distancing is not required for employees unless they are interacting with the public.

## HEALTH SCREENINGS

To enter a non-court DCAS managed building, all persons<sup>1</sup> must pass a COVID-19 Health Screening Assessment (HSA), as set forth below.

### Building Employees

- All non-court DCAS managed buildings have a sign posted at the Building Employee entrances which states, “By entering this building, you are affirming that you have completed your agency’s health screening assessment and are cleared to enter”.
- As such, upon entering the building, Building Employees are affirming that they have taken their organization’s HSA, are cleared for entry, and affirm an understanding of and compliance with the City’s face covering and physical distancing policy.
- Upon entry,
  - Building Employees must either verbally affirm to the DCAS officer or guard that they are cleared for entry or show an electronic or paper clearance verification.
  - Building Employees who work in a building without an electronic badge swipe (i.e., turnstile) are required to show their Building Employee identification. If they do not

---

<sup>1</sup> Official mail and package carriers are not required to take the HSA.

show a Building Employee identification, they will be required to follow the Client protocol below and complete their organization's HSA upon arrival at their workspace<sup>2</sup>.

- Building Employees that do not comply with this protocol will be denied entry.

#### Visitors

- Prior to a scheduled visit, the Building Tenant must provide a copy of the Building Tenant's HSA to their Visitor.
- On the day of the visit, but prior to arriving at the building, the Visitor must:
  - Complete the HSA and determine if they are cleared to enter the building.
  - Confirm clearance to the Building Tenant they are visiting following the Building Tenant's confirmation process (i.e., online form, email, phone call).
- For Visitors that are cleared, upon arrival at the building, the Visitor must affirm to the DCAS Police that they are cleared for entry.
- If a Visitor arrives at the building who has not been pre-screened, they must follow the Client protocol below and complete their organization's HSA upon arrival at their workspace<sup>3</sup>.
- If a Visitor refuses to comply with the HSA protocol:
  - DCAS Police will ask them to go to a designated area (if available) or outside to call their Building Tenant contact.
  - If they do not have a contact or a phone number for reaching their contact, DCAS Police will provide a list of Building Tenant Representatives.

#### Clients

- For entry into a non-court DCAS managed building, Clients must:
  - Read the **Health Screening Assessment** posted at the entrance of the building.
  - Affirm to a DCAS officer or guard that they are cleared to enter the building.
- If a Client is unable to read the assessment:
  - The DCAS officer or guard will read the questions on the HSA.
  - The Client then must affirm that they are cleared to enter the building.
- This process will be repeated each time the individual enters the building.
- In compliance with Local Law 30, the posted HSA will be made available in the 10 required languages.
- If a Client refuses to comply with the HSA protocol,
  - DCAS Police will ask them to go to a designated area (if available) or outside to call the individual with whom they are meeting to discuss possible alternative meeting arrangements, such as meetings by telephone or an online platform.
  - If they do not have a contact or a phone number for reaching their contact, DCAS Police will provide a list of Building Tenant Representatives.

If they do not have a phone, DCAS Police will call the Building Tenant Representative on their behalf.

---

<sup>2</sup> Employees and visitors must complete their agency's HSA, not just the Client HSA, in order to affirm an understanding of and compliance with the City's face covering and physical distancing policy.

## NOTIFICATIONS AFTER A SUSPECTED OR CONFIRMED COVID-19 CASE

- When a Building Employee, Visitor, or Client of a Building Tenant receives a positive COVID-19 test result after having been in a DCAS managed building or exhibits COVID-19 symptoms while in a DCAS managed building,
  - The Building Tenant must:
    - Close off the area that needs to be cleaned such that the identity of the individual is not revealed (i.e., include multiple workstations in addition to the one assigned to the individual who tested positive); and designate with signage.
    - If the case is a confirmed case (not a suspected case), email [buildingservices@dcas.nyc.gov](mailto:buildingservices@dcas.nyc.gov) with the following information:
      - ♦ The Building Tenant name.
      - ♦ The building address.
      - ♦ Floor where the individual worked.
      - ♦ The last date and time the individual was in the building.
    - If the Building Tenant is requesting remedial cleaning from DCAS (either confirmed or suspected), send an email to the Senior Building Custodian and [buildingservices@dcas.nyc.gov](mailto:buildingservices@dcas.nyc.gov) that includes:
      - ♦ The building address.
      - ♦ Floor(s) and area(s) that need to be cleaned (i.e., area that was blocked off, bathrooms, common areas).
      - ♦ The last date and time the individual was in the building.
    - If the Building Tenant is engaging a vendor to complete the remedial cleaning, send an email to [buildingservices@dcas.nyc.gov](mailto:buildingservices@dcas.nyc.gov) that includes:
      - ♦ The building address.
      - ♦ Floor(s) and area(s) that need to be cleaned (i.e., area that was blocked off, bathrooms, common areas).
      - ♦ The last date and time the individual was in the building.
      - ♦ Vendor name
      - ♦ Date of scheduled cleaning
    - If the cleaning is provided by a vendor, the Building Tenant must provide the scope of cleaning and confirmation after it is completed.
- When DCAS receives notice that a Building Employee, Visitor, or Client received a positive COVID-19 test result, DCAS' Tenant Liaison will email:
  - The Building Tenant that sent the notification, acknowledging receipt of the notification and if remedial cleaning is requested, the date and time when the cleaning will be completed.
  - All the Tenant Coordinators in the building with the following information:
    - The floor the individual worked.
    - The last date the individual was in the building.
    - Confirmation that lobby areas, elevator banks and other high-touch areas have been cleaned and sanitized.

- Notice that if someone has been identified as a close contact, they will be notified via their Human Resources Department or the Test and Trace Corp.
- The email will NOT include the individual's name, or any information that may reveal the identity of the individual.
- As a reminder, Building Tenants should not disclose the names of an individual who received a positive test result or provide any information that would reveal their identity.

## CLEANING

### GENERAL CLEANING

- Common areas:
  - High touch surfaces (doorknobs, elevator buttons, handrails) are cleaned a minimum of once a day, and up to four times a times a day for high traffic areas.
  - Lobbies and public hallways are cleaned daily.
- Workspaces:
  - Restrooms are cleaned, sanitized, and restocked twice a day; and up to four times a day as needed.
  - High touch surfaces in common areas (doorknobs, meeting room tables, kitchen counter tops, faucets) are cleaned and sanitized once a day, and up to four times a times a day for high traffic areas.
- Cleaning logs:
  - For bathrooms, cleaning logs are maintained on the back of the bathroom door.
  - For all other areas, a log is kept by DCAS. Requests for copies may be made by the Health and Safety Coordinator of the Building Tenant by emailing DCAS' Health and Safety Coordinator.

### REMEDIAL CLEANING

If a Building Tenant requests remedial cleaning by DCAS' Building Services, DCAS will take the following actions:

- If it has been less than 24 hours since the individual who tested positive for COVID-19 or exhibited COVID-19 symptoms was in the building, DCAS will wait as long as possible (at least several hours) from the time the individual was last in the space, after which, DCAS will clean and disinfect:
  - All areas blocked off by the Building Tenant (as required above).
  - Bathrooms and other common areas as specified by the Building Tenant.
  - Public lobbies, elevators, and stairways.
- If it has been more than 24 hours since the individual was last in the building, no additional cleaning (beyond regular cleaning practices) is required.
- DCAS' Building Services follows the CDC's [guidance on cleaning and disinfecting](#); and uses products approved by the [EPA to combat COVID-19](#).
- Following the remedial cleaning, DCAS will email the Building Tenant that requested the services informing them of the areas that have been cleaned.

## DCAS CONTACTS

- General return to office questions: [rtoguidance@dcas.nyc.gov](mailto:rtoguidance@dcas.nyc.gov)
- Building entrance/security questions: [rtoguidance@dcas.nyc.gov](mailto:rtoguidance@dcas.nyc.gov)
- DOHMH Agency COVID Hotline: 877-205-4963
- Requests for cleaning after suspected or confirmed COVID-19 Case: [BuildingServices@dcas.nyc.gov](mailto:BuildingServices@dcas.nyc.gov)
- Human Resources Department: [HumanResources@dcas.nyc.gov](mailto:HumanResources@dcas.nyc.gov)
- Health & Safety Coordinator: Al Dane O'Conner, [AConner@dcas.nyc.gov](mailto:AConner@dcas.nyc.gov)
- Tenant Liaison: Lana Kim, [lkim@dcas.nyc.gov](mailto:lkim@dcas.nyc.gov)