We have reviewed the NY state office-based work and CDC guidelines for returning to work and have taken care to institute all precautions necessary to create a safe work environment. It is important that everyone closely follow all necessary precautions put in place. These precautions will be displayed on posters around the office. The safety of our employees is our top priority.

Hygiene and Cleaning

- **Hand Washing:** Washing your hands is easy, and it is one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community.
- **Heavy electrostatic spray disinfecting was performed on June 9th before essential workers returned to the office.**
  - Electrostatic spray is electrically charged, allowing the appropriate sanitizers, mold preventatives and disinfectants to wrap around and evenly coat all types of surfaces for a more complete clean. As the chemical exits the electrostatic sprayer, it’s given a positive electrical charge. The droplets then become attracted to all negative surfaces, covering the visible area, underside and backside, with the sanitizing agent. Surfaces that are already covered will repel the spray, making the method extremely efficient.
- **Disinfecting touch zones and general cleaning will be performed five times per week.**
- **When all staff members return, it may be necessary for cleaners to come mid-day to clean common areas, the kitchen and restrooms and at night to do a full cleaning, including high-touch areas.**
- **Purell Healthy with Soap Clean Release Technology has been installed in each restroom and in the kitchen area.**

  **Purcell Healthy Soap:**
  - New formulations remove more than 99% of dirt and germs without an antibacterial; are free of harsh preservatives; are 90% biobased; and rinse faster to save water.
- **GClean Foaming Hand Sanitizer with Moisturizer has been installed in the lobby, kitchen area, copier area and at the back of the office.**

  **GClean Hand Sanitizer:**
  - Kills 99.9% of illness-causing germs
  - Lasts longer by using encapsulated alcohol technology to provide germ-killing power long after the initial application
  - Contains essential oils like tea tree and coconut oil to moisturize and keep hands from becoming dry and cracked
- **Cleaning supplies will be available, and employees are encouraged to clean and disinfect workspaces throughout the workday and after use of common equipment.**
Each employee will have hand sanitizer and Lysol disinfecting wipes. Please clean your work area as needed.

- Lysol wipes and gloves will be available in common areas (kitchen, copier, scanner, restrooms) so that each employee can clean after use.

- Sharing of food and beverages is prohibited.
- Please bring in your own plastic utensils.
- The refrigerator, coffee maker, water filter and microwave can still be used. Please clean after use with disinfecting wipes.
- If you are feeling ill—even if you have a common cold—please stay home.

**Physical Distancing**

- A distance of at least 6 ft. must always be maintained among all individuals unless the core activity requires a shorter distance.
- Anytime workers or visitors must come within 6 ft. of another person, acceptable face coverings must be worn (ensuring that mouth and nose are both covered). Individuals must be prepared to wear a face covering if another person unexpectedly comes within 6 ft.
- The use of tightly confined spaces by more than one individual at a time unless all individuals are wearing face coverings is prohibited.
  - Only one person at a time is permitted in the restroom, storage room and kitchen.
  - The conference room can be used by 3 people maximum spread out by 6 ft.
- Limit in-person gatherings as much as possible and use teleconferencing or video conferencing whenever possible.
  - Continue to use Zoom meetings for internal and external meetings.
  - If an in-person meeting in a staff member’s office is absolutely necessary, every meeting attendee must wear an acceptable face covering.
- Shared workstations must be cleaned and disinfected between users.
  - Everyone now has his/her own printer, limiting the need to use the copier. Only use the copier for large jobs, color, or oversized documents.
  - The check scanner will be limited to either Jody or Jerry.
  - The mail machine will be limited to Jerry.
- Please respect everyone’s personal space. Do not reach over into a cube to obtain office supplies, pick up the phone or use the buzzer for the door.
- All non-essential travel will be limited and must be approved by your supervisor.
- Cubicles will be built up giving each cubicle a more protective barrier.

**Air Circulation Improvements**

- MERV 13 Air Filters Installed: Trap and block 98% of airborne particles
  - This pleated filter utilizes an electrostatic charge to remove very fine particles from the air, as well as potential allergens like mold and bacteria—even particles that carry viruses. The MERV 13 filter works up to 30 times more effectively and lasts 3 times longer than ordinary fiberglass filters. Also, this filter does not allow mold, fungus, or mildew to grow.
- REME HALO System Installed
  - Integrated with existing HVAC system
Dual ionizers to reduce airborne particulates (dust, dander, pollen, mold spores)
- Kills up to 99% of bacteria, mold and viruses
- Reduces sneeze germs by 99% in the time a sneeze can reach 3 ft.
- New zinc ions kill 99% of viruses on surfaces.
- Unlike portable units that are limited to the room in which they are placed, the REME HALO provides whole building purification.
- For more information: https://www.rgf.com/products/air/reme-halo/

Protective Equipment
- Employees will be provided with masks; however, you may choose to wear your own face covering based on your preference.
  - The face covering should cover the mouth and nose.
  - The face covering should be properly discarded.
  - Employees do not need to wear face coverings when they are sitting in their office with the door closed but may choose to wear one based on preference.
  - Employees are encouraged to wear face coverings when sitting in their cube.
  - Employees must wear face coverings when walking around the office, including Walking to the restroom, copier, or supply room; answering the door; and walking in the lobby of the 415 building.
- Gloves will be provided.
  - When in contact with shared objects or frequently touched areas, wear gloves and/or wash hands before and after contact.

Employee Health Screening
We will be using MSG’s online employee health screening which you will complete every morning before leaving for the office. If you answer yes to any of these questions, you must quarantine for fourteen days.

These are the questions that will be on the form:

1. Do you currently have a fever of 100.4 degrees or higher?  
2. Do you have a cough or shortness of breath that began within the last 14 days?  
3. In the past 14 days, have you gotten a positive result from a COVID-19 test that tested saliva or used a nose or throat swab? (not a blood test)  
4. In the past 14 days, were you notified by your medical provider or the NYC Test and Trace team to remain home because of COVID-19?

If a worker or visitor was in close contact with others at the office location and tests positive for COVID-19, the employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts such as workers and visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

We look forward to welcoming our staff back to the office in the safest way possible. If you have any questions or concerns or want more information about anything outlined in this re-opening plan, please reach out to Kerri, Cathy, or your supervisor.
What you should know about COVID-19 to protect yourself and others

Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.

Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.

Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.

Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.

Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.

cdc.gov/coronavirus
As COVID-19 continues to spread within the United States, CDC has recommended additional measures to prevent the spread of SARS-CoV-2, the virus that causes COVID-19. In the context of community transmission, CDC recommends that you:

 Stay at home as much as possible

 Practice social distancing (remaining at least 6 feet away from others)

 Clean your hands often

In addition, CDC also recommends that everyone wear cloth face coverings when leaving their homes, regardless of whether they have fever or symptoms of COVID-19. This is because of evidence that people with COVID-19 can spread the disease, even when they don’t have any symptoms. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

How cloth face coverings work

Cloth face coverings may prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing. If everyone wears a cloth face covering when out in public, such as going to the grocery store, the risk of exposure to SARS-CoV-2 can be reduced for the community. Since people may spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering may protect others around you. Face coverings worn by others may protect you from getting the virus from people carrying the virus.

General considerations for the use of cloth face coverings

When using a cloth face covering, make sure:

• The mouth and nose are fully covered
• The covering fits snugly against the sides of the face so there are no gaps
• You do not have any difficulty breathing while wearing the cloth face covering
• The cloth face covering can be tied or otherwise secured to prevent slipping

Wash your cloth face covering after each use in the washing machine or by hand using a bleach solution. Allow it to completely dry.

For more information, go to: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-make-cloth-face-covering.html
PREVENT THE SPREAD OF COVID-19 IN NYC!

TAKE THESE STEPS:

- **Stay home if sick**
  Only leave for essential medical care and testing or other essential errands.

- **Keep physical distance**
  Stay at least 6 feet away from other people.

- **Wear a face covering**
  You can be contagious without symptoms. Protect those around you by wearing a face covering.

- **Keep your hands clean**
  Wash your hands often with soap and water or use hand sanitizer if soap and water are not available.

**Get tested:** There are COVID-19 testing sites in all five boroughs. To find a site, visit [nyc.gov/covidtest](http://nyc.gov/covidtest) or call 311.

For the latest information, visit [nyc.gov/coronavirus](http://nyc.gov/coronavirus).
STOP THE SPREAD OF CORONAVIRUS: MAINTAIN SIX FEET OF DISTANCE

All New Yorkers must wear a face covering when outside their home if unable to maintain at least 6 feet of distance between themselves and others.


Call 311 to report harassment, discrimination, or a violation.

*Messages and data rates may apply. Check your wireless provider plan for details.

Text COVID to 692-692 for real-time updates or visit nyc.gov/coronavirus.
Please wear a cloth face covering.

Maintain a distance of 6 feet whenever possible.

cdc.gov/coronavirus
Stop the spread of germs that make you and others sick!

Cover Your Cough

Cover your mouth and nose with a tissue when you cough or sneeze.

or

Cough or sneeze into your upper sleeve, not your hands.

You may be asked by a health care provider to wear a face mask in public. Don’t worry if you see others wearing masks. They are preventing the spread of germs.

Put your used tissue in a waste basket.

Wash Your Hands

after coughing or sneezing.

Wash with soap and water.

or

Clean with alcohol-based hand sanitizer.

For more information, visit nyc.gov/health/flu.
KEEP CALM AND WASH YOUR HANDS
Wash Your Hands!

1. Wet
2. Get Soap
3. Scrub
4. Rinse
5. Dry

Hands that look clean can still have icky germs!