

**From:** HPD COMMUNICATION (HPD) <hpdcomm@hpd.nyc.gov>  
**Sent:** Tuesday, March 23, 2021 5:00:35 PM  
**Cc:** HPD COMMUNICATION (HPD) <hpdcomm@hpd.nyc.gov>  
**Subject:** Returning to the Office

Dear Colleagues:

As an important component of the Mayor's *Recovery for All of Us* initiative announced in the Mayor's State of the City speech, all agencies have begun working towards a return to office and are now planning on beginning that return on May 3rd. The City's Office of Labor Relations (OLR) has been notifying union officials about this transition, and the Department of Citywide Administrative Services (DCAS) issued re-occupancy guidance to all agencies to ensure a uniform policy with the requirements to allow staff to return safely.

Since almost half of HPD's employees have been reporting to either their field assignments or to support our essential services in one of our sites at least one day a week, HPD has already made modifications to our office spaces and procedures to allow safe re-occupancy for all staff, including adding markings for social distancing in hallways and elevators, providing PPE, and instituting an electronic Health Screening Assessment. Staggered and compressed schedules have been made available to help promote staff safety while commuting. Over the next month, we will make additional efforts to ensure everyone's safe return, including making any additional needed modifications to the buildings and the workspace in preparation for re-occupancy.

Our re-start plan recognizes that social distancing requirements reduce allowable occupancy on all floors, and it will not be possible to have everyone back in the office on the same day. Initially, a typical workweek will include in-office work at least one day a week for our non-essential staff and continued reduced in-office schedules for essential staff; telework will continue to be available as an option on other days. Your division will work with you to ensure that seating and scheduling are done equitably and fairly. We will be recirculating over the next few weeks more detailed guidance and Q & A about the rules for the workplace, including mask requirements, the expectations for return to work and the resources available to help you transition back into work. We recognize that it may be difficult for many of us to return to work and will undertake this transition with great care.

As we are preparing for a May 3rd safe return, all HPD staff are eligible to receive the vaccine. You can see the information about the sites available for City staff here for the Bronx, Brooklyn, and Manhattan (<https://somosvaccinations.com>) and here for Queens and Staten Island (<https://vax4nyc.nyc.gov/patient/s/>). All staff are encouraged to seriously consider getting the vaccine if you have not already done so. The vaccine is an important tool in preventing COVID-19. If you are still unsure, please review the information on either the [City](#) or [State](#) Vaccination websites about the safety and benefits of the vaccine.

There will surely be challenges in the coming months as we re-establish full operations, and I appreciate that we will need to work together to continue to move forward as an agency. As additional information becomes available, it will be distributed to you.

If you are unable to return and require a reasonable accommodation, please submit your request to ODEI/EEO via [HPDEEO@hpd.nyc.gov](mailto:HPDEEO@hpd.nyc.gov).

I'm looking forward to seeing everyone in person soon.

Louise