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Sent: Monday, March 22, 2021 1:38 PM
To: Broadcast Email (Parks) <Broadcast.Email@parks.nyc.gov>
Subject: Telecommuting: Return to the Office

Dear Parkies,

Recently Mayor Bill de Blasio announced that all City employees will return to work at the beginning of May. As such, starting May 3, Parks will begin to roll out returns to office—each office building will start on its own date during the month. Specific details will be shared soon.

We are sure you have questions – below are a few points that should help until we can share more.

Vaccinations

- All staff, including all teleworkers, are now eligible to receive the vaccine. Please consider doing so as soon as possible: <https://vaccinefinder.nyc.gov>

In-office Schedule

- While full time teleworking will not be allowed, it will continue to be part of your work schedule.
- Supervisors will work with staff on their in-office schedules, with flexible and compressed scheduling as options, noting that being in the office regularly is required.

In-office COVID Protocols

- Workspace occupancy will be based on operational need, ability to social distance, and ventilation.
- Mandatory daily health screening is required to enter office buildings via the *Daily Health Screening* app.
- All buildings with central HVAC now have MERV 13 filters—as guided by the CDC.
- Teleworkers returning to offices will be provided with five cloth masks and hand sanitizer.
- Enhanced cleaning protocols will continue, using hydrogen peroxide.
- Cleaning wipes will be available for individual workspaces.

We will provide updates in the coming weeks and division managers and supervisors will follow up directly.

Those with questions can contact Labor Relations: Labor.19@parks.nyc.gov.