



Managing the Return to the Office in the Age of COVID-19

MAY 2021 AGENCY RETURN TO OFFICE PLAN

Each City agency must complete this form and submit it to its Deputy Mayor's office for approval. The agency must affirm compliance by checking the box next to each statement. If an agency is unable to affirm any of the statements, it must submit a written explanation to its Deputy Mayor.

Agencies should refer to DCAS' guidance, *Managing the Return to the Office in the Age of COVID-19, updated March 2021*, which includes information and links to primary sources from other City agencies, federal and state agencies, and industry experts. These references should be reviewed regularly as they are frequently updated.

Name of Agency:

Address

Agency Chief Restart Officer (ACRO):

ACRO Email Address:

ACRO Phone:

As the ACRO for the agency, I affirm as of _____ :

The agency has reviewed DCAS' guidance, *Managing the Return to the Office in the Age of COVID-19, updated March 2021*.

The agency has established occupancy limitations based on physical distancing and HVAC-related factors for all workspaces it currently occupies or plans to occupy.

The aggregate total occupancy across all worksites is as follows:

Pre-COVID Workstations:

COVID Workstations:

% Occupancy: %

The agency has developed and implemented a plan for staff that have been working remotely to return to the office (either full time or in part) that aligns with the occupancy limitations.

The agency has developed, implemented, and communicated to their employees the requisite workforce policies and procedures.

I. BUILDINGS

I confirm the following actions have been taken for all buildings where agency staff are currently or will be working. This includes both city and privately owned buildings.

A. Building Cleaning and System Maintenance

Public areas are being cleaned in accordance with DOHMH's guidance.

HVAC systems have been adjusted to maximize outside air intake and air changes.

Filters have been upgraded to the highest efficiency systems allow.

Systems have been set to run with maximum outside airflow for 2 hours before and after the building is occupied, as feasible.

B. Access Control and Circulation

Policies have been implemented and posted for enforcing the City's face covering requirements and face coverings are available at the building entrance for those who do not have one.

Policies have been implemented and posted for enforcing the City's health assessment requirements for employees, visitors, and clients.

6 ft. markers have been installed at entrances, elevators, and any areas where people may congregate.

Elevator occupancy limitations, requirements, and physical distancing floor markings have been posted.

One-directional flow has been established and posted wherever feasible.

Stairways, additional access doors, and freight elevators have been opened and made accessible where possible; one-directional flow has been posted on stairs where possible.

Allowable occupancy per elevator has been posted; and floor markers indicating where to stand and which direction to face have been installed in elevators, where beneficial.

C. Managing COVID-19 Cases

Policies have been implemented for cleaning and disinfecting after an individual with symptoms of COVID-19 or an individual with a positive COVID-19 diagnosis has been in the workplace.

Procedures are in place for the agency to notify the building manager after an individual with a positive COVID-19 test result has been in the workplace.

II. WORKSPACES

I confirm the following actions have been taken for all buildings where agency staff are currently or will be working.

A. Occupancy Planning

Occupancy limitations for employee workspaces have been set considering both physical distancing and HVAC-related factors. The agency has implemented the following strategies:

- Use of alternating desks
- Desk sharing
- Installation of physical barriers
- Reconfiguration of workstations

Occupancy limitations for shared spaces (e.g., conference rooms, huddle spaces, pantries, break rooms, copy rooms) have been posted.

B. Physical Distancing and Office Circulation

Signage has been posted throughout all workspaces reminding individuals to adhere to proper hygiene, physical distancing rules, face covering requirements, and cleaning and disinfecting protocols.

Workspaces that do not allow for physical distancing have been blocked off.

Appropriate measures have been implemented in reception areas.

One-directional pathways have been designated and posted where possible.

6-foot markers have been installed at entrances, elevators, and any areas where people congregate.

C. Cleaning and Personal Hygiene

Work areas are being cleaned in accordance with recommended guidance and all cleanings are being documented.

Hand sanitizer containing at least 60% alcohol and cleaning wipes are available throughout the workspaces.

Signs have been posted requiring employees to clean workspace surfaces and equipment before and after use.

III. WORKFORCE

I confirm the following policies have been developed, implemented and communicated; and the following actions have been taken.

A. Policies

- Face Coverings
- Health Screenings
- Managing Positive COVID-19 Cases
- Cleaning After a Positive COVID-19 Case
- Confidential Handling of Health Information
- Time and Leave
- Travel
- City Vehicles Use

B. Scheduling

Agreements, acknowledged by both the employee and the supervisor, have been established for employees with alternative work schedules.

The agency is using the following alternative work schedules:

- Teleworking
- Flexible arrivals
- Flexible workdays
- Compressed work week

C. Communications

New policies and procedures have been communicated to employees.

Employee training and information on COVID-19 risk factors, protective measures, cleaning, and disinfection products used in the workplace have been provided to employees.

Information related to testing, vaccinations, and health and wellness resources have been provided to employees.

Messaging is accessible to all in accordance with the City's accessibility requirements.

A plan for keeping employees abreast of new polices and procedures that have been implemented.

Communication channels and procedures for providing ongoing information to employees, visitors, and clients have been implemented and communicated.

Communication channels and procedures for employees, visitors, and clients to ask questions and request information have been implemented and communicated.