



Office of General Services Real Property and Facilities Management

Returning to Work

General Guidance for Tenants in OGS-Managed Facilities

THE BASICS

1. Practice social distancing and be aware of your surroundings.
2. Wear face coverings in lobbies, elevators, restrooms, hallways, and other common areas.
3. Wash your hands, or use hand sanitizer, often.

All building occupants are required to follow Executive Orders and guidance issued by the Centers for Disease Control and Prevention (CDC) and NYS Department of Health (DOH).

As New York implements its phased reopening and employees begin reentering the workplace, the Office of General Services (OGS) aims to smooth the transition by providing general guidance on the roles and responsibilities we all share in protecting the public health in the coming weeks and months.

The Office of General Services

For its part, the Office of General Services will continue the cleaning and disinfection of high-density and high-touch areas at an increased frequency. These areas include:

- building and elevator lobbies;
- elevator interiors, buttons and surfaces;
- restrooms;
- common area furniture and fixtures, doorknobs, switch plates, and countertops;
- shared conference spaces; and
- building and suite entrances, mats, handrails, turnstiles, and waste receptacles.

OGS will also coordinate with agency Human Resource professionals regarding supplemental cleanings as part of contact tracing and suspected infected employee protocols.

Signage, decals, hand sanitizer, and cleaning supplies needed for common areas (e.g., entrances, lobbies, elevators, and restrooms) will be provided by OGS.

Fresh air flows to buildings will be increased and, as always, filtration and HVAC systems will be regularly maintained and operated in accordance with appropriate guidance.

Tenant Agencies

Agencies are responsible for providing personal protective equipment (PPE) to employees and enforcing compliance with applicable Executive Orders and Department of Health guidelines. Required PPE may include face coverings, gloves, and hand sanitizer, as well as cleaning supplies, including disinfectant for employee workstations and conference rooms.

OGS recommends that agencies implement policies and procedures to facilitate social distancing specific to their unique needs and workspaces. Any scheduling adjustments to reduce population density outside of a building's regular hours of operation should be coordinated with OGS building management to ensure compliance with the operating hours and protocols of the facility.

Individuals

Much of the responsibility for ensuring a safe and healthy work environment rests on the individual actions of employees and visitors. Individuals are expected to maintain social distancing whenever possible, wear face coverings in common areas and areas where distancing guidelines cannot be met, sanitize hands frequently, clean personal workstations, and stay home if you feel sick. In addition to staying home if you feel sick, notify appropriate parties immediately if you exhibit symptoms consistent with COVID-19 or have been in close contact with a person confirmed or suspected to have COVID-19.

OGS encourages individuals to:

- Have a suitable face covering accessible at all times.
- Maintain a clutter-free workstation for easy cleaning and regular sanitization.
- Maintain social distancing and wear a face covering in elevators, escalators, and stairwells. If an elevator exceeds social distancing capacity, wait for another car or take the stairs.
- Adhere to social distancing guidelines in restrooms, pantries, kitchenettes, and cafeterias. If congested, wait outside or return after a few minutes.
- Utilize cleaning supplies provided by agencies to clean/disinfect conference room surfaces, printers and copiers, and shared countertops throughout the day.
- Follow CDC and DOH guidance regarding the care and disposal of PPE.
- Avoid sharing food and beverages, including buffet style luncheons or snacks left in common areas.



Henderson-Smith State Office Building



*Sen. John H. Hughes
State Office Building*

EMERGENCY SITUATIONS

In the event of an emergency, social distancing may not be practical. Please wear face coverings during these situations and if floor evacuation becomes necessary. Use discretion and judge the situation accordingly.