



March 17, 2020

Fellow DOT colleagues,

I want to provide an update with the latest information we have, and with the commitment that we will continue to share information as it becomes available in this rapidly evolving situation. We know everyone has questions and concerns and we will do our best to get you answers. You can reach out to your supervisors, to HR, or to our [SharePoint page](#) where we are compiling questions and will release a Q&A document as soon as we can.

Today the Mayor has said that the City should potentially be preparing for a “shelter in place” option in the coming days which would mean an even more dramatic reduction in City operations. It is not clear that the State is prepared to make that declaration yet, but we are nonetheless working with City Hall to determine what that could mean specifically for DOT, including the possibility of more of our workforce staying home. The Mayor also shared the good news that the City will be ramping up its testing capability and hopes to be able to soon administer 5,000 tests daily, which will provide much more information for our public health experts to target their interventions.

But for now the City’s number one goal now is to effectively social distance and successfully “flatten the curve” of infection, which means reducing interactions best we can, while keeping the City functioning best we can. With this, I want to encourage everyone who is able to work from home. I know this is difficult as many of our employees do not have full access to their files or applications, but in order for us reduce the risks for everyone, we need to keep as many people at home as possible.

If you are uncertain about whether you should work at home, please contact your supervisor or HR. If employees have personnel or health-related questions, please reach out to HR or Employee Assistance Program at 212 306-7660 250 or [EAP@olr.nyc.gov](mailto:EAP@olr.nyc.gov) EAP offers free confidential assessments, short-term counseling for employees who have personal and /or work-related problems. And if you have flu symptoms, stay home.

For those that are needed to perform important functions, we are working with your supervisors to stagger and rotate your schedules to reduce your time at work as much as we can. For employees needed in the office and the field, we need to implement social distancing. For our field employees, the following guidelines are in place:



- All drivers must sanitize the steering wheel, handles, etc. prior to leaving the yard. If another employee starts driving that vehicle during the day, he/she must sanitize it before use.
- As much as possible, employees should maintain a 6-foot spacing inside trucks and at the job site. If there is more than one row of seats in a vehicle, a single employee may be in each row and staggered to not be behind one another.
- While driving, keep the windows open.
- Continue to wash and sanitize your hands and work spaces often.

For our office employees, the following requirements are in place:

- Eliminate or minimize meetings and gatherings, use conference calls and teleconferencing instead.
- At work sites, employees must maintain a 6-foot spacing.
- Rooms must be kept at 50% capacity.
- Continue to wash and sanitize your hands and work spaces often.

I'd like to encourage all employees to sign up for Direct Deposit to avoid late paychecks and so that your fellow employees will have less paperwork to process and handle. The City has advised that if business operations are interrupted as a result of the spread of COVID-19, there may be a possible delay in City employees receiving their paper checks. When you sign up for Direct Deposit, your pay gets deposited into your checking or savings account on payday. Direct Deposit is free to enroll in, faster, more secure, and more reliable than paper checks. Visit [NYCAPS ESS](#) to start getting Direct Deposit for your next pay period. After logging on, go to the 'Pay and Tax Information' tab.

Again, thank you for your dedication and patience during this challenging, often confusing, and rapidly evolving situation. Let's all try to stay safe, healthy, and take care of each other – our fellow New Yorkers are counting on us.

A handwritten signature in blue ink that reads "Polly Trottenberg".

Polly Trottenberg  
Commissioner