

## **DC 37 COVID-19 INFORMATION**

*(As of March 23, 2020; Subject to updates)*

On March 20, 2020, Governor Cuomo issued an Executive Order stating that all non-essential workers must stay home and work from home to the maximum extent possible, effective March 22, 2020 at 8:00 pm.

This means as many as 250,000 city workers could be working from home. There are workers who are designated ESSENTIAL and will report to work at their regular location or a designated location. Your agency will instruct you if you are supposed to work from home and how that will work. The Union is engaged in discussions around the clock to increase the number of employees working from home for your and everyone's safety.

### **AM I AN 'ESSENTIAL EMPLOYEE'?**

Generally speaking, most of our members are considered "Essential Employees". DC 37 is continuing to work with the city to have a universal database of "Essential Employees". For now, the surest way to find out about your designation is to contact your direct supervisor.

If you work for the State of New York or Office of Court Administration and are represented by DC37, please follow your state agency's guidelines on essential, non-essential, and telecommuting protocols.

### **IF YOU ARE ESSENTIAL...**

...You may need a letter from your agency/employer for verification to travel about the city.  
...Use Webclock only. All DCD use in all Mayoral agencies has been suspended.  
...And if you work in direct healthcare, you will be required to report even if you have been exposed to a positive COVID19 case and have no symptoms ("asymptomatic.")

### **WHAT IF I AM WORKING FROM HOME?**

If you were designated as a Non-Essential Employee and ordered to work from home, you are still expected to put in your regular hours and perform work as specified by your supervisor or agency.

All Time and Leave Rules and Regulations are still in effect when you work from home. You are expected to submit your work hours through CityTime, or other electronic timekeeping system created by your agency, to keep track of your hours. All employees working from home are subject to regular time and attendance rules.

If you do not have the ability to conduct work or submit hours electronically due to a lack of computer, phone, or internet at home, please speak to your supervisor directly.

### **WILL I BE PAID?**

For the next two weeks, through April 4, 2020, the vast majority of employees represented by DC 37 will be paid, especially those in large city agencies, cultural institutions, and libraries. Many of

our smaller non-profit and private sector employers are also being paid. We will update this frequently.

During this crisis and unprecedented time, all employees should keep records of their communications with their supervisors, their assignments, and time and leave.

If you have other issues such as out of title work, changes in work hours or days, etc., please contact your grievance or council representative.

**Schools - Food service workers** and those who deliver the food (**MVO's**) are deemed essential and will be working at Regional Enrollment Centers and other school distribution sites. The number of schools will be consolidated next week and OFSNS will direct staff where to report.

**School Aides, Parent Coordinators, other titles** will not report at this time, unless specifically directed by your supervisor and may be redeployed to fulfill other essential service.

**Hospitals** - as of this time **ALL H+H employees** are to report to their assignments, unless you have been specifically assigned to telecommuting. Employees who have been exposed to COVID19 but not diagnosed are directed to work with a mask. Nursing personnel are also directed to report to work even if they test positive, as long as they do not have a fever and are not showing symptoms. They must wear a surgical mask while working. We are contesting this policy.

**Public Safety**- some employees in Public Safety titles and agencies (Fire, Police, Corrections) may be designated as ESSENTIAL in order to support the task of the agency (e.g. PEP Officers in Parks.) These agencies have implemented a telecommuting policy for those who could work from home.

**Mayoral Agencies** - to the greatest extent possible, agencies have identified titles or individuals who are ESSENTIAL, and those who may work from home. Your first point of contact should be your supervisor. The Union is working to increase the number of employees working from home.

**Libraries** - NYPL, QPL and BPL are closed to the public for the time being. Some titles, such as security, maintenance and custodial staff, may be deemed ESSENTIAL and may have to report.

**Museums and Cultural Institutions** - Museums and Cultural Institutions will designate staff as essential for security and living collections. Due to their wide variety of size, mission and budgets, we are working with each institution on a case by case basis. DC 37 will require the institutions to follow all layoff procedures in the collective bargaining agreements.

**Non-Profits/Private Sector Human and Social Services** – All employees in Human and Social Service agencies contracted with NYC have been deemed ESSENTIAL, and will continue to be paid, but each HSS agency has the flexibility to stay open or not. For example, all Day Care Council-member facilities are closed, and all employees are currently being paid. Home care workers are still working. Some agencies that provide adult day programs are open, with

modifications to allow for social distancing and safe practices. All programs contracted with NYC will be reimbursed for COVID19-related supplies and overtime. DC37 supports expanding such reimbursement to more agencies.

**CUNY-** Governor Cuomo has issued an Executive Order allowing for the University to designate individuals as essential employees. This includes those who have never been designated as essential before. Those previously designated as essential are still essential. CUNY has implemented a large telecommuting order and is transitioning to an online platform. The Human Resources Department has been issuing letters through your designated supervisor.

College Assistants and Hourly employees are continuing to be paid at this time at the normal hours of work. We are urging CUNY to fast track the **NYSPFL** for the senior colleges.

### **BENEFITS:**

**Prescriptions:** DC37 has been able to lift the time limit on certain prescription re-ordering. DC37 strongly recommends using pharmacy delivery services. Please check [www.DC37.net](http://www.DC37.net) for updates.

### **Extended Sick Leave for quarantined employees, positive cases, and caretakers**

All Mayoral Agencies, DOE, and NYCHA will grant employees who are quarantined or have tested positive for COVID19 two weeks of sick leave with no charge to their leave balances. Proper documentation is required for approval.

### **NEW Paid Family Leave**

There is a NEW PFL-COVID19 rule that specifically covers leave due to COVID19 illness and caretaking:

ANY DC 37 Covered Employees - If a family member is diagnosed or quarantined as a result of COVID 19, you may apply for Paid Family Leave. If you are diagnosed you will be covered for disability as well for up to 100% income replacement.

For employees in our smaller agencies who are not covered by the CITYWIDE agreement the new sick leave rules will apply to you. 99 or fewer employees, 5 paid days. 100 or more total employees up to 14 paid sick days.

### **SAFETY:**

Please contact your Council or Grievance Rep to report Safety concerns. Please remember to note date, time, agency, and location of incident. Phone numbers for the Divisions and Locals are on the DC 37 webpage.

All New Yorkers should text COVID to 692-692 to get regular updates on the latest developments regarding COVID-19; Text COVIDESP to 692-692 for updates in Spanish.