



Reopening Highlights: Presentation to DEP Labor Organizations

April 8, 2021

- Opening/Commitment to Employee Health & Safety
Zoe Ann Campbell, Deputy Commissioner, Organizational Development & Human Resources
- Overview of COVID-19
Persis Luke, Assistant Commissioner, Environmental Health & Safety
- Planning for Reopening Offices
Persis Luke, Assistant Commissioner, Environmental Health & Safety
Sue Dennis, Director, Facilities Management
Aaron Feinstein, Executive Director, Labor Relations & Discipline
- School Reopening and Child Care Needs
Tarlisha Coleman, Director, Employee Benefits & Extended Leaves
- Reasonable Accommodation Requests
Danielle Barrett, Assistant Commissioner, Equal Employment Opportunity & Inclusion
- Questions & Answers



WELCOME

Introduction/COVID-19 Stats

- Sadly, DEP suffered the loss of seven of its employees due to COVID-19. Some employees also lost family members. DEP provided support and assistance to these families.
- Since March 2020
 - 655 DEP employees reported having tested positive for COVID-19, and approximately 80% have returned to work.
 - 668 employees reported having experienced symptoms associated with COVID-19 (but were not confirmed "positives"), and 90% them have returned to work.

Introduction/COVID-19 Stats (cont'd)

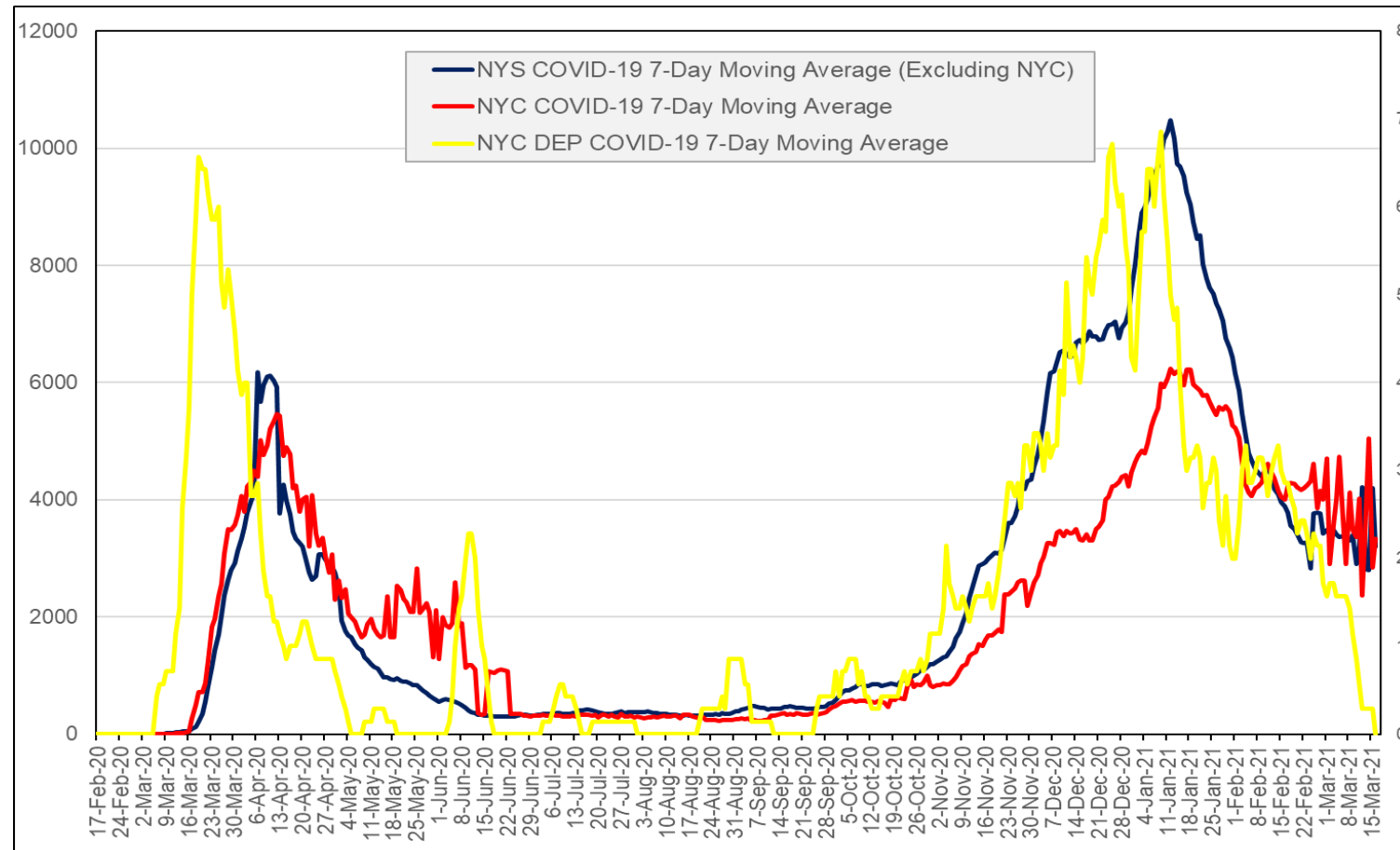
While we all know that the pandemic has not ended, the reduction in new cases since the recent peak in January 2021 and roll out of the three vaccines (Moderna, Pfizer and now Johnson & Johnson) and ongoing preventive measures at DEP will hopefully drive down the number of positive cases going into the Spring of 2021.



Office of Environmental Health & Safety Status Updates

Overview of COVID-19

- Ongoing conformance is critical to keep transmission and positivity rates low!
- New York City's positivity rate is down to 6% from a high of 10% at the January 2021 peak
- Since January, DEP's cases have decreased at a greater rate than the City or the State since January.



DEP Operations since March 2020

- The majority of DEP employees are field staff who continued to work throughout the pandemic, although some worked modified schedules in order to provide social distancing and reduce the number of appearances in a work week.
- Almost 2,000 office employees were able to telework five days per week.

DEP Operations since March 2020

- At Lefrak, between March 1, 2021 and March 28, 2021 daily attendance on weekdays averaged 428 employees (less than 20%).
- Many DEP employees performed other work during the pandemic, including delivering food parcels, serving as ambassadors for the Parks Department, driving trucks for DOHMH, doing Census follow-up calls, installing air conditioners in NYCHA buildings, and taking down trees after Hurricane Isaias.

DEP Operations since March 2020



Throughout this period, DEP employees continued to deliver clean water, and to treat wastewater, enabling the City to function. We should all be proud of the great work performed by our employees under difficult circumstances.

On behalf of Commissioner Sapienza, we want to recognize and thank the members of the DEP family for their great work.

DEP's Commitment to Health & Safety

- DEP is committed to maintaining a safe workplace for all employees, both office and field staff.
- DEP will, to the fullest extent possible, implement recommended health and safety protocols issued by The Department of Citywide Administrative Services (DCAS), the Department of Health and Mental Hygiene (DOHMH) and New York State Department of Health as the **MINIMUM** requirements for resuming normal operations. These recommendations have been integrated into our COVID-19 programs and policies.
- DEP Policies, guidance and programs are updated when new requirements are released.
- Office staff (currently teleworking) will be returned to offices in a phased approach to ensure that can conform with the most recent DCAS and DOHMH guidance.



Everybody's Commitment to Health & Safety

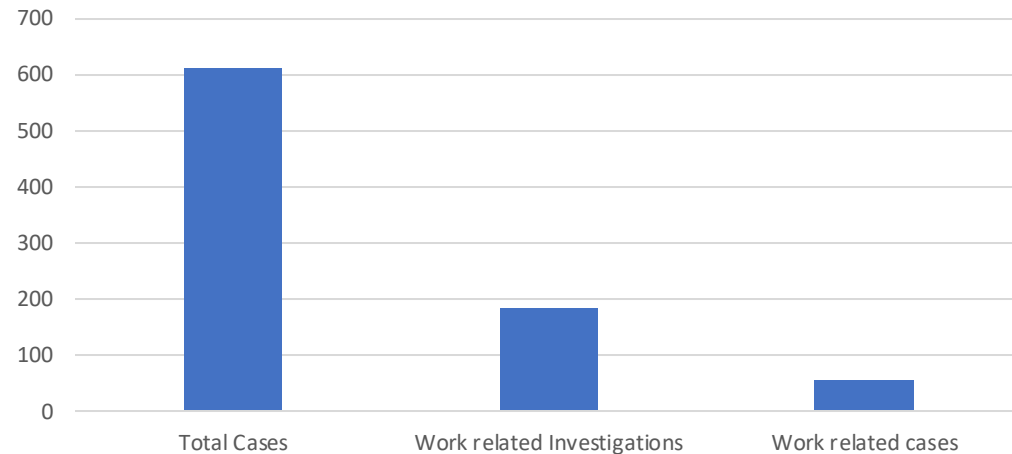
HELP PREVENT THE SPREAD OF COVID-19



We are in this together as DEP Family!

Work Related COVID Cases at DEP

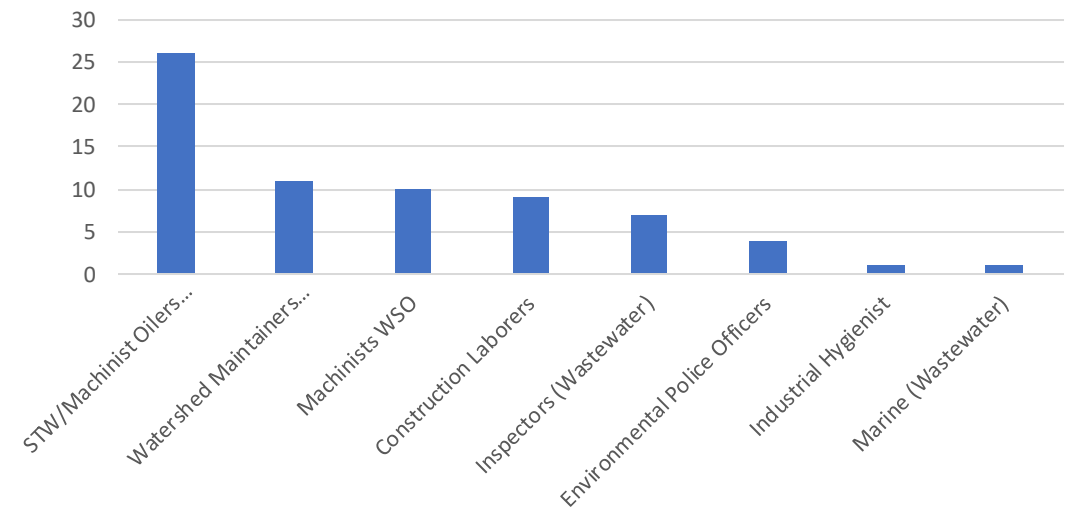
DEP OSHA Recordable COVID-19 Cases (May 2020 through February, 2021)



- ❑ All Positive Cases are reviewed to determine if there is a connection to the workplace.
- ❑ Suspected clusters are investigated.
- ❑ Work relatedness determinations are made
- ❑ Work related cases are reported on SH900 forms

- ❑ 68 of 69 work related cases were in operational titles.
- ❑ The root causes in all cases were traced to:
 - ❑ Driving in a vehicle with inconsistent mask use.
 - ❑ Locker rooms with inconsistent mask use.
 - ❑ Close work < 6 feet away for prolonged periods with inconsistent mask use.

Work Related Cases by Title



EHS Controls and Precautions



DEP's Return to Office Committee (RTO)

The RTO committee has developed a road map for reopening. The basis for the plan includes requirements and best practices. Plan is reviewed and updated on a regular basis to gauge DEP's progress. Elements of DEP's programs are based on:

- NYC DCAS Managing the Return to the Office in the Age of Covid 2021
- NYC Law and DOHMH Requirements and Recommendations
- COVID-19 Best Practices (DCAS, NSC, CDC, OSHA)
- NYC Agency Restart Planning Unit
- Others as incorporated by reference (e.g. ASHRAE, OSHA, etc)

Primary COVID-19 EHS Programs and Guidance Documents

- Face Coverings
- Health Screening
- Cleaning and Disinfection
- Social Distancing
- Hand Hygiene
- In-Person Training
- Return to Office Training
- Positive Case Management
- Vehicle Use
- Travel

POLICIES

PROCEDURES



Face Coverings

- DCAS Commissioner Directive (March 24, 2021) – Every City employee able to medically tolerate a face covering must wear one covering the nose and mouth at all times (except when eating or drinking) while in a shared indoor workplace, even when physical distancing (> 6 feet) is possible.
- City employees should wear a face covering that fits snugly against the sides of the face and fully covers the nose and mouth without slipping, and (a) is made of two or three layers of tightly woven, breathable cloth material, or (b) consists of a cloth face covering worn over a disposable mask.



DEP will supply face coverings. Employees are welcome to use their own.

N95s will only be recommended for certain higher risk tasks after an EHS assessment and under the voluntary use standard.

Health Screening

The purpose of the DEP Health Screening Program is to:

- Minimize transmission of illness among DEP employees, visitors and contractors at DEP workplaces.
- Comply with NYC DOHMH and NYC DCAS requirements.
- Employees may use the Electronic "App" or self-attest by signing a log-book or other recording medium prior to arrival at their workplace.



DEP's Health Screening Program

Attachment A

Health Screening Questions (Revised in March 21)

1. Have you received the vaccine within the past ten days and developed a fever after receiving it?

No. Go to the next question.

Yes, and my fever lasted less than 24 hours, and I have been fever-free for the last 24 hours. Go to the next question.

Yes, it has been at least 10 days since my fever began, and I have been fever-free for the last 24 hours (without using fever-reducing medications). Go to the next question.

Yes, and I have received a lab-confirmed negative result from a molecular test, and I have been fever-free for the last 24 hours. Go to the next question.

Yes, and I am not in the categories above. No further screening is needed. The employee may not report to work.

A polymerase chain reaction (PCR) test is a molecular test.

2. Have you experienced any of the following symptoms of COVID-19 within the past 10 days: (1) a fever of 100.0 degrees F or greater (not vaccine related), (2) a cough, (3) loss of taste or smell or (4) shortness of breath?

No. Go to the next question.

Yes, and I have not tested positive for COVID-19 within the past 10 days, I have received a lab-confirmed negative result from a molecular test, and I have been fever free for the last 24 hours (without using fever-reducing medications). Go to the next question.

Yes, and it's been 10 days since my symptoms began, I've been fever free for the last 24 hours (without using fever-reducing medications), and other symptoms are improving. Go to the next question.

Yes, and I am not in the categories above. No further screening is needed. The employee may not report to work.

3. In the past 10 days, have you tested positive for COVID-19, either using a test that used a nose or throat swab or tested saliva (i.e., not a blood test)?

No. Go to the next question.

Yes, and it's been 10 days since my symptoms began, I've been fever free for the last 24 hours (without using fever-reducing medications), and other symptoms are improving. Go to the next questions.

Yes, and I am not in the above category. No further screening is needed. The employee may not report to work.

10 days measured from the day you were tested, not from the day when you got the test result.

Attachment A (Continued)

Health Screening Questions (Revised in March 21)

4. To the best of your knowledge, in the past 10 days, have you been in close contact (within 6 feet for at least 10 minutes over a 24 hour period) with anyone while they had COVID-19?

No. Go to the next question.

Yes, but I am an essential worker who is asymptomatic, and my human resources department has confirmed, in writing, that my physical presence in the workplace is critical to operations or safety of the workplace and provided me with requirements for returning to work after my exposure.

Yes, and I am not in the category above. No further screening is needed. The employee may not report to work.

If a potential exposure occurred in a healthcare setting, please consult your employer to see if you would be considered a contact.

5. In the past 10 days, have you returned from (1) a country/territory with a CDC level 2 or higher health alert or designated as "unknown" or (2) a US state or territory other than New Jersey, Pennsylvania, Connecticut, Massachusetts, or Vermont?

No. The employee may report to work.

Yes, I was out of state for less than 24 hours. The employee may report to work.

Yes, I was out of state for more than 24 hours and I followed all necessary travel quarantine and testing requirements. The employee may report to work.

Yes, but I am an essential worker who is asymptomatic, and my human resources department has confirmed, in writing, that my physical presence in the workplace is critical to operations or safety of the workplace and provided me with requirements for returning to work after travel. The employee may report to work.

Yes, and I am not in any of the categories above. The employee may not report to work.

Visit <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html> for applicable countries/territories.

Visit <https://coronavirus.health.ny.gov/covid-19-travel-advisory> for applicable quarantine and testing rules.

For employees and visitors screened using the health screen questionnaire, only the following information shall be retained:

1. Name and agency the person works for or is visiting.
2. Confirmation from the employee or visitor that they completed the health screen questionnaire.
3. Whether, based on the completed health screen questionnaire, the employee or visitor is cleared to enter building.

Sample confirmatory question:

Having completed the assessment, I affirm that I am cleared to report to work.

Yes

No

DEP Health Screening Program

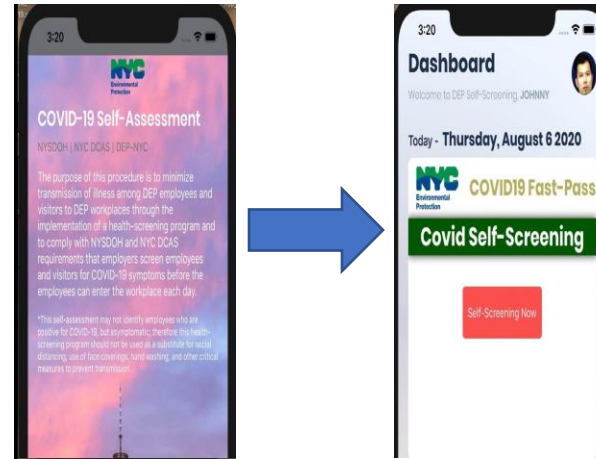


If the entrant reviews all the questions and affirms that he/she has passed the screening in writing, they may enter the building.

If a DEP employee does not pass the screening, he or she will be advised (either by the screener or the App) to not to enter the workplace and to contact their supervisor and/or Bureau Administrator for further advice.

Essential employees who have had close contact, but are asymptomatic, may be designated as “critical” for that instance by their Bureau. In this case they may report to work after answering some additional questions and filling out Attachment C: Return to Work Attestation.

DEP Health Screening Program App



- DEP has had a health screening application ("app") since late 2020. We are in the process of developing and pushing out a revised app which will reflect the 2021 changes to the Health Screening.
- The only data that is collected is that the employee completed the questionnaire and if he/she passed the screening. Individual answers to questions are NOT documented anywhere in the system.

Social Distancing and Office Density

- Social Distancing is required for all DEP Employees, contractors and visitors. DEP is following DCAS Guidance.
- Conformance will be monitored and encouraged by the presence of visual cues and signage throughout DEP worksites.
- Office Density not to exceed 50% of normal occupancy levels. This will help maintain social distancing.
- All Bureaus have developed seating plans which have been reviewed by OEHS and the RTO Committee. In some cases with lower cubicles (39" and 47") where appropriate physical distancing is not possible, Plexiglas partitions will be erected after approval by OEHS and RTO.

Examples of some of the signs that employees may encounter include the following for social distancing, maintaining office density:



Cleaning and Disinfection

- Transmission of COVID-19 through the touching of surfaces is extremely rare. The CDC has recently stated "there is little scientific support for routine use of disinfectants in community settings, whether indoor or outdoor, to prevent SARS-CoV-2 transmission from fomites."
- Coronaviruses on surfaces die within a few hours to a few days.
- The touching of objects is not the primary route of transmission. The 4 best practices to minimize or prevent transmission of COVID-19 are:
 - Remain home if you are sick.
 - Maintain physical distancing –6 feet away from others.
 - Wear a face covering as required by DEP Policy for any employee that cannot maintain the 6 feet distance. It is strongly recommended to wear a proper face covering at all times when working indoors.
 - Practice healthy hand hygiene.
- DEP has a Cleaning and Disinfection Guidance document (Rev. 1) which conforms to CDC, DOHMH, NYS and DCAS guidance documents.



Cleaning and Disinfection

Regular Cleaning and Disinfection

- Employees clean their own desks and equipment. DEP will provide cleaning supplies.
- DEP/FMC/Bureaus clean and disinfect common and high touch/high transit areas including lobbies, elevators, kitchens, restrooms and locker rooms and some shared equipment/tools at least once a day.
- Employees are required to keep a clean desk.
- Do not share equipment or workspaces.
- Wipe down shared touch points such as Microwave and Refrigerator handles.
- THE BEST DEFENSE...



Disinfection and Cleaning for positive and suspected cases in the workplace

- ONLY done when the individual was present within the last 7 days.
- Close off the work area, as feasible.
- Clean and disinfect as soon as practicable.
- Clean and disinfect common or shared areas and equipment as soon as feasible.
- Other employees in work area are notified of a suspected or positive case and what cleaning and disinfection actions will be taken.

Vehicle Cleaning Protocols

Daily Cleaning and Use

- Vehicle cleaning included in the DEP Cleaning and Disinfection Guidance.
- DEP is issuing a COVID-19 vehicle cleaning guidance document.
- When entering a vehicle, drivers are required to wipe down the high touch points (steering wheel, handles, controls and dashboard) with standard disinfection products.
- Drivers are required to ventilate the vehicle when in use by opening windows or by other means. This is especially important if there are passengers or before returning the vehicle to the lot or yard.
- For bureau-managed vehicles, drivers may contact their bureau fleet coordinators for cleaning supplies.
- For vehicles managed by Fleet Services, drivers may pick up disinfectant wipes at the beginning of their reservation.

COVID-Related Cleaning

- Upon confirmation of a COVID-19 positive case, a driver's vehicle is taken out of service if it was used in the last seven days.
 - The bureau notifies Fleet Services.
 - Fleet Services arranges for a vendor to disinfect the vehicle.
- The vehicle is put back in service after being disinfected

Positive/Suspected Case Management

- DEP has an internal notification system as required.
- Positive and suspected cases are recorded internally and reported to NYC Test and Trace
- DEP Bureaus perform contact tracing and notification as required by our Positive Case Management Policy
- OEHS makes a determination if the case is work related in conformance with OSHA.
- DEP follows required cleaning and disinfection protocols for positive and suspected cases.



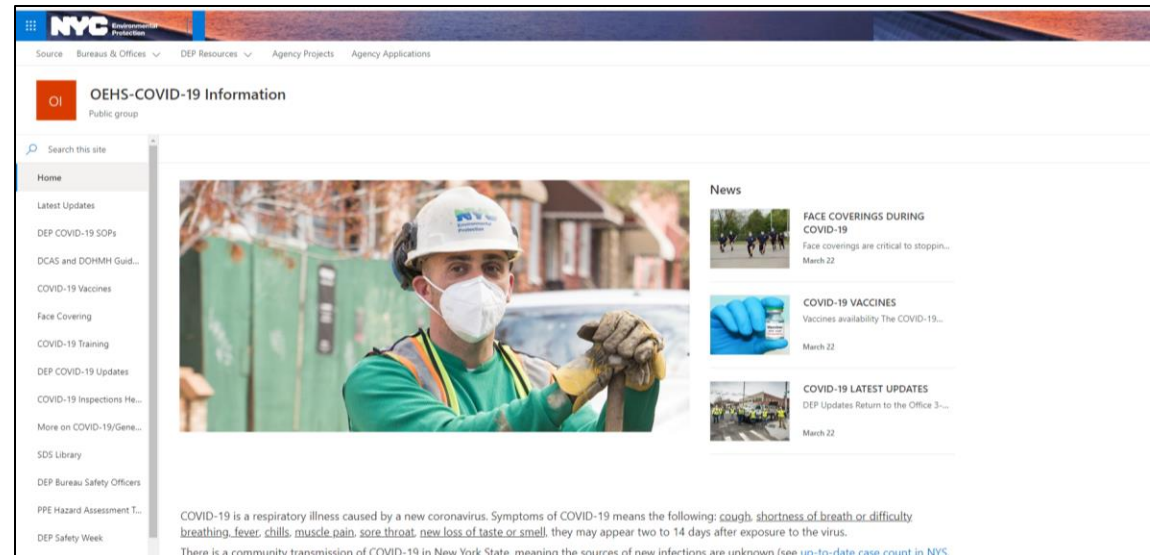
Training/Communication



- **DEP is providing a computer-based Return to Office Training**
 - Required for all teleworking employees to take before they return to their work locations and recommended for all essential employees that have been working in person through the pandemic.
- **All Health Screeners are trained**
- **DEP is developing a quick reference Handbook for returning employees.**
- **DEP has a robust COVID-19 resource page set up on the Portal. Includes information on RTO as well as all regulatory and DEP updates.**
- **DEP has developed a guideline for conducting safe In Person trainings. This has been distributed to all Bureau training divisions.**
- **Wherever feasible, meetings and trainings are conducted remotely.**
 - When training needs to be done in person (e.g. skills assessment or equipment based), safe practices will be followed by the trainer and participants.

DEP - EHS Related Resources

DEP The Source COVID-19 Resource Page



The screenshot shows the DEP OEHS-COVID-19 Information public group page. The page features a navigation menu on the left with links to Home, Latest Updates, DEP COVID-19 SOPs, DCAS and DOHMH Guid..., COVID-19 Vaccines, Face Covering, COVID-19 Training, DEP COVID-19 Updates, COVID-19 Inspections He..., More on COVID-19/Gen..., SDS Library, DEP Bureau Safety Officers, PPE Hazard Assessment T..., and DEP Safety Week. The main content area includes a large image of a worker in a hard hat and mask, a 'News' section with three articles: 'FACE COVERINGS DURING COVID-19', 'COVID-19 VACCINES', and 'COVID-19 LATEST UPDATES', and a paragraph of text at the bottom describing COVID-19 symptoms and community transmission in New York State.

NYC Environmental Protection

Source Bureau & Offices DEP Resources Agency Projects Agency Applications

OEHS-COVID-19 Information
Public group

Search this site

Home

- Latest Updates
- DEP COVID-19 SOPs
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- More on COVID-19/Gen...
- SDS Library
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- PPE Hazard Assessment T...
- DEP Safety Week

News

- FACE COVERINGS DURING COVID-19**
Face coverings are critical to stoppin...
March 22
- COVID-19 VACCINES**
Vaccines availability The COVID-19...
March 22
- COVID-19 LATEST UPDATES**
DEP Updates Return to the Office 3...
March 22

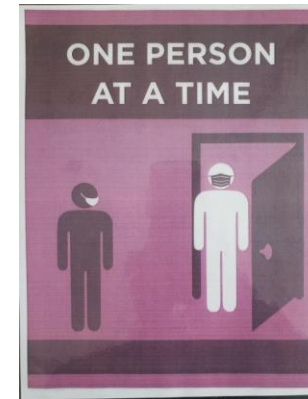
COVID-19 is a respiratory illness caused by a new coronavirus. Symptoms of COVID-19 means the following: cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell. They may appear two to 14 days after exposure to the virus.
There is a community transmission of COVID-19 in New York State, meaning the sources of new infections are unknown (see [up-to-date case count in NYS](#)).

Questions? email EHS@dep.nyc.gov

Facilities Management & Construction Status Updates

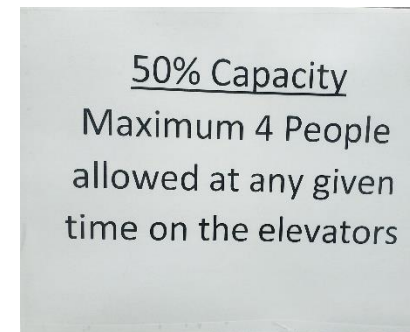
COVID-19 Signage

- Currently using 16 signs from DCAS created by DOHMH for all DEP facilities.
- Informational signs are appropriate to remind employees to adhere to CDC, NYS and NYC mandatory guidelines.
- These signs can be printed, laminated, distributed and placed as needed.
- Some DEP sites have already posted some of the signs.
- Currently, purchasing some directional signs and floor waiting signs.



COVID-19 Signage

- In some of our commercial and leased spaces several signs are posted to control and limit the spread of Covid-19.
- See some of the signs posted to the right.



Cubicle Modifications

- Seating plans for 50% occupancy have been developed by all Bureaus.
- Subsequent cubicle modifications are based on a 50% reoccupancy level.
- DEP follows the DCAS guidance.
- DEP issued a summary of DCAS guidance to all bureaus, has reviewed seating plans and conducted on site assessments to ensure guidance is being followed and to assist in developing a plan for use of partitions.
- Locations are given priority based on customer service windows, office areas where social distancing cannot be maintained, etc.
- Occupancy, spacing and partition additions are considered in conjunction with ventilation, existing partitions, ability to spread out employees more, etc.



HVAC Compliance

- LeFrak increased unit runtimes from 8:00am-6:00pm to 6:00am-8:00pm adding 4 hours of air changes.
- Outside air is currently 20%, LeFrak is performing studies to increase fresh air percentage even though ASHRAE has no recommended fresh air percentage target.
- Fresh and recycled air passes through filter.
- LeFrak installed MERV-14 which is above the standard recommended by ASHRAE of MERV-13
- Most other facilities have increased the percentage of outside air and replaced/upgraded MERV filters.



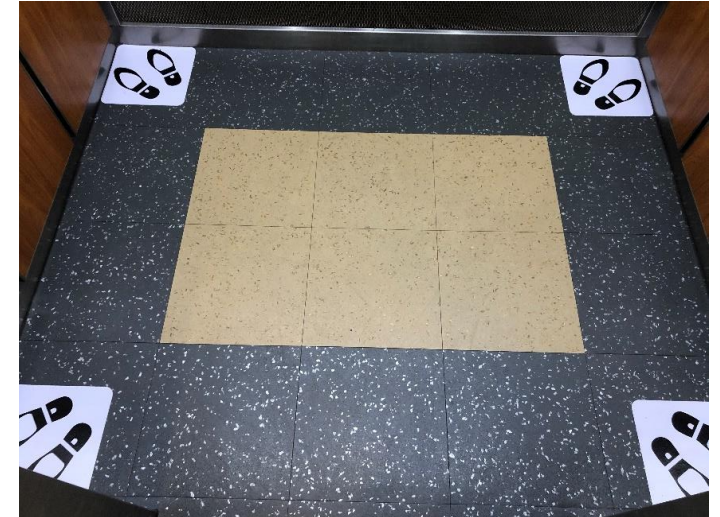
Restrooms

- Lefrak and all other offices, such as Kingston and Sutton Park, are following DCAS guidelines
- The goal for smaller bathrooms such as the high-rise is 2 persons at a time; signs will be posted showing maximum capacity of 2 persons.
- Bathroom exhaust meets recommended 24-hour operation and meets design flow.
- Bathrooms at Lefrak are being cleaned and sanitized daily and monitored 3 times a day.



Elevator & Stairs

- Elevators have maximum occupancy reduced and floor markers have been applied (photo top right).
- Elevator lobbies have markings for social distancing.
- Elevator buttons are wiped down multiple times a day.
- DEP opened two stairwells in the low-rise on April 1st – one for going up and one for going down
- Stairwells in the high-rise are currently being prepared for use and are expected to be open by the end of April.
- Elevator exhaust fans are operating 24 hours a day.



Labor Relations & Discipline Status Updates

Scheduling

- Most employees will start out working one day in the office, and will continue to telework on days when they are not scheduled to be in the office;
- Over time, employees will add more office days;
- It is expected that as long as there is a need to maintain social distancing, employees will split their time between office days and telework days;
- Which days an employee works in the office will be determined by employee preference and by operational need.
- While we will try to accommodate employees' scheduling preferences, we will be unable to do so in cases where operational needs preclude us from doing so.



Alternate Work Schedules

Upon return, employees may be placed on an alternate work schedule. Alternate work schedules can be used to:

- Facilitate social distancing in the office;
- Facilitate social distancing on public transportation;
- Decrease potential for exposure to COVID-19
- Facilitate childcare needs



Examples of Alternate Work Schedules

Staggered schedule

Employees at a certain location start/end at different times to reduce crowding at entry and exit points

Flex bands

Broaden flex bands so that employees can start at one time on office days and at another time on telecommuting days.

Any schedule modifications will depend upon operational need at a given location, in a given unit, and will not be implemented without consulting affected employees and, where necessary, unions.

Compressed Schedules

Alternate work schedules can include compressed schedules

- In some units, compressed schedules have been extended to employees to allow them to spend less time per week in the office;
- Employees work an extended work day and have an extra day off each week;
- With the agreement of the union and affected employees, compressed schedules have been extended to certain groups of employees for the duration of the COVID emergency:
 - Various Watershed Maintainers and Supervisors (Watershed Maintenance) in Bureau of Water Supply;
 - Water Use Inspectors and some clerical/administrative staff in the Bureau of Customer Services;
 - Air Pollution Inspectors in Bureau of Environmental Compliance
- Compressed schedules may be used for both office and field-based employees.

Any schedule modifications will depend upon operational need at a given location, in a given unit, and will not be implemented without consulting affected employees and, where necessary, unions.

Agency can remove compressed schedule on 48 hours notice to the union and employees in case of operational need.

ODHR, Benefits & Extended Leaves Status Update

Types of Leaves Available

- **Families First Coronavirus Response Act (FFCRA)** provides all employees with paid sick leave and, for employees who are covered under Title I of the Family and Medical Leave Act (FMLA), with expanded family and medical leave for specified reasons related to COVID-19.
- Under the **American Rescue Plan Act (ARPA)**, the provisions for excused leave have been extended.
- Other leaves are available to employees who may not qualify under the FFCRA leave, for the employees' own serious health condition(s) or disability(ies) or to care for a family member who has a serious health condition.

<https://www.dol.gov/agencies/whd/pandemic/ffcra-employer-paid-leave>

FFCRA Provisions

Emergency Paid Sick Leave Act (EPSLA)

Up to 2 weeks at full pay

- Exhibiting COVID symptoms
- Governmental quarantine or isolation order
- Advised by healthcare provider to self-quarantine

Up to 2 weeks at 2/3 pay up to cap

Not available to Health Care Provider/Emergency Responders

- Caring for an individual in governmental quarantine/ isolation
- Caring for an individual who was advised by healthcare provider to self-quarantine

Emergency Family and Medical Leave Expansion Act (EFMLEA)

Leave requests should be submitted to the Employee Benefits Unit at covidleaves@dep.nyc.gov

- School or childcare provider is closed
 - *May substitute annual leave or comp time for the first ten days.*
 - *Employee is eligible for 10 additional weeks at 2/3 pay up to cap.*

FMLA Process

<https://www.dol.gov/agencies/whd/fmla>

- **The Family and Medical Leave Act (FMLA)** can help to provide employees with up to 12 weeks of leave for their own serious health condition or to care for a family member with a serious health condition (Spouse, Child, or Parent). This leave can be taken either continuously or intermittently (for a maximum of one year, or the equivalent of 12 weeks).
- Employee will need to utilize his/her own leave balances if the leave is for the employee's own serious health condition. If the leave is for a family member, the employee has the option of using his/her leave balances or applying for **Paid Family Leave** (if applicable).
- As employees are phased back to work, those who are wishing to seek a leave of absence covered under the federal FMLA guidelines, would need to complete an FMLA form for themselves or the family member for which they are seeking to take leave.
 - The completed forms should be forwarded to the Employee Benefits & Extended Leaves unit for review and processing.
 - Employees will receive a determination within 7-10 business days from the date of submission of the completed forms.
 - All approved leaves will require the employee to utilize his/her applicable leave balances.
- The employee may qualify for Paid Family Leave as well.

Other Leave Types

- **Paid Family Leave (PFL)** may be available to employees to care for family members (spouse, domestic partner, child, parent, grandparents, grandchildren).
- Forms can be obtained on the Employee Benefits Sharepoint site at [Employee Benefits and Extended Leaves - Home \(sharepoint.com\)](#)
- Employees who present medical documentation from a certified health care provider showing a medical disability or serious health condition may qualify for **Medical Leave of Absence**. This leave will provide qualified employees with up to 18 weeks of health insurance coverage through the City's **Special Leave of Absence Coverage (SLOAC)**, which will allow an employee to receive up to 18 weeks of health insurance coverage, once all leave balances have been exhausted.
- Additionally, employees who have exhausted their leave balances may be eligible for an advancement of their leave balances.
- A written request would need to be submitted to the Employee Benefits & Extended Leaves Unit.

Office of EEO & I Status Updates

What is a Reasonable Accommodation?

A **reasonable accommodation** is a change to a job, the work environment, the way the job is typically performed, or a change in a workplace rule or practice that allows an individual to perform the essential functions of the job or to have equal access or enjoyment of the benefits or privileges of employment, unless providing such accommodation would impose an undue hardship.



What is a Reasonable Accommodation?



Modifications to the job, work environment, the way the job is typically performed, or a workplace rule/practice that allows a qualified individual with a disability to perform the essential functions of the job or have equal employment access.



Includes, but not limited to job restructuring, part-time or modified work schedules, leave, modified policies or support services, assistive devices, modified facilities, reassignment to a vacant position.



A request is *not* reasonable if it will cause undue hardship to the employer or if it poses a direct threat to health or safety or if it violates the seniority rights of other employees or civil service law..

Four bases for Reasonable Accommodation

The four bases for reasonable accommodations under the EEO Policy are:

- Disability;
- Pregnancy, childbirth or related medical condition;
- Religious observances, beliefs or practices; and
- Status as victim of domestic violence, sex offense or stalking.

Reasonable Accommodations do not apply to...

- Requests based on the medical status or disability of someone other than the employee requesting the reasonable accommodation;
- Requests based on childcare, elder care, or other caregiving needs;
- Transfers/reassignment requests not owing to a disability, pregnancy/childbirth/related medical condition, religious observances/beliefs/practices, or status as a victim of domestic violence/sex offense/stalking;
- Requests based on commuting/travel hardships;
- Leave requests that at their inception seek a temporary separation from work for medical treatment/recovery (e.g. under the Family Medical Leave Act or other medical leave).



Relevant Contact Information

Requests for reasonable accommodations should be promptly submitted to:

Darlene Martinez

Reasonable Accommodations Coordinator

Dmartinez@dep.nyc.gov

OR

The Office of Equal Employment Opportunity & Diversity

(718) 595-3400

EEOffice@dep.nyc.gov

Pre-Return to Work Walk-Throughs

Contact: Carice Craffey at CariceT@dep.nyc.gov





Questions can be communicated:

- Through the Teams 'Chat' feature
- By raising your hand via the Teams option
- Emailing Aaron Feinstein at AaronF@dep.nyc.gov (for all non-Teams phone in questions)

Questions will be answered as time permits, all other responses will be emailed to participants at a later date.