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# NYPD

## COVID -19 RETURN TO OPERATIONS GUIDANCE DOCUMENT



*UPDATED AS OF 07-23-2020*



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**LIST OF ABBREVIATIONS:**

<i>Abbreviation</i>	<i>Explanation</i>
<i>1PP</i>	One Police Plaza
<i>CDC</i>	Centers for Disease Control and Prevention
<i>COVID-19</i>	Coronavirus Disease 2019
<i>DCAS</i>	Department of Citywide Administrative Services
<i>DCMB</i>	Deputy Commissioner of Management and Budget
<i>FMD</i>	Facilities Management Division
<i>ITB</i>	Information Technology Bureau
<i>QMS</i>	Quartermaster Section
<i>MOS</i>	Members of the Service (Uniformed and Civilian)
<i>PPE</i>	Personal Protective Equipment
<i>OPD</i>	Office of Professional Development



## **I. Foreword**

The COVID-19 pandemic of 2020 has presented unprecedented challenges for the NYPD and for New York City. While this disease can be easily transmitted from one person to another, it is possible to slow or prevent the spread of the Coronavirus through preventative measures and smart planning.

In order to safely bring MOS back to work, it is important that we all work together to maintain a sustainable work environment in which as few people as possible may become ill. This document is intended to provide guidelines for policies, procedures, and other questions that may arise around COVID-19 so that MOS have the tools and information to return safely to work and stay healthy. Recommendations included in this document are advisory in nature, except where otherwise stated.

Although businesses and activities around the City are reopening, it is important to remember that the COVID-19 pandemic is still happening, and that MOS should take reasonable actions to protect themselves and others from infection. It is possible for people without symptoms to be contagious, and the virus can be spread by speaking, coughing, laughing, or sneezing in close vicinity of others.

Some best practices individuals can follow are:

- Stay home if you are sick and seek medical attention as necessary.
- Social distance and stay at least 6 feet away from other people who do not reside in your home.
- Wear a mask or face covering when social distancing of at least 6 feet is not possible.
- Wash your hands with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer regularly.
- Clean regularly touched surfaces frequently.
- Cover your cough. If you have to sneeze, use a tissue or sneeze into your elbow, not your hand.

We have been and will continue to take precautions to make sure employees are safe during this transition back to normal operations. Personal Protective Equipment (PPE), such as face coverings, have been made available to all employees, we have implemented temperature screening at over 200 facilities, and our Medical Division has launched a contact tracing program to track potential COVID-19 exposure among MOS.

Commanding Officers must designate a supervisor who will be responsible for ensuring compliance with the guidance in this document, including social distancing, wearing face coverings, and temperature readings. If you have questions or concerns that are not addressed in this document, please contact the office of the Deputy Commissioner, Strategic Initiatives at [TeleworkQuestions@nypd.org](mailto:TeleworkQuestions@nypd.org).



## **II. General Policy**

### **1. COVID-19**

COVID-19 is an infectious respiratory illness caused by a new coronavirus. Symptoms can range from mild, such as a sore throat, to severe, such as pneumonia. While some people need to be hospitalized for COVID-19, most people who become infected do not need attention for their symptoms. Click [here](#) for more information.

Coronavirus can be spread through close contact with other people, or through contact with contaminated surfaces. Contaminated surfaces are problematic when people touch them and then touch their faces. This is why it is important to maintain distance from others, wear face coverings, frequently wash your hands and sanitize surfaces. Visit the Department's [COVID-19 FAQ](#) website for more information.

### **2. Social Distancing**

COVID-19 can be spread from person to person when they are in close contact with each other. It can be spread through speaking, coughing, laughing, or sneezing. That is why it is important to keep a safe distance of at least 6 feet between yourself and others when you can. If you are not able to keep a safe distance at work, you are mandated to wear a face covering. Visit [CDC Social Distancing](#) guidelines for more information.

### **3. Face Coverings**

MOS should wear face coverings whenever maintaining 6 feet of distance from others isn't possible. Per [DCAS guidance](#), even if 6 feet of distance can be maintained, wearing a face covering as much as possible when working indoors and around other people is strongly recommended.

Face coverings help slow the spread of COVID-19 by containing some of the droplets that inevitably come out of our mouths when talking, laughing, coughing, or sneezing. Individuals who have a medical condition that keeps them from wearing a face covering may be exempt from this requirement, but should be aware that not wearing a mask makes social distancing and frequent hand washing even more essential. Contact the Medical Division for more information pertaining to these exemptions. To learn more about how to properly use PPE, please watch this [instructional video](#).

MOS should take the following precautions with their face coverings:

- Wash your hands for 20 seconds with soap and water or use an alcohol-based hand sanitizer every time you put on and take off your face covering. If you are unable to clean your hands, be very careful not to touch your eyes, nose or mouth.
- Do not put face coverings where others can touch them or where germs trapped in your face covering can touch other surfaces, such as counter tops or your kitchen table.

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- Do not throw your face covering loose in a bag or backpack. Keep a plastic bag with you to store your face covering if you will be taking it off when outside your home.
- Dispose of single-use face coverings in the garbage.

All essential workers, including uniformed members of the service, must wear face coverings when interacting with the public and should be guided by [Operations Order 35-2020](#) for specifications and use. Click [here](#) for a list of FAQs about face coverings.

As per [Patrol Guide 219-17](#), department vehicles are equipped with patrol kits. In the event that an MOS comes into contact with blood or other possibly infectious materials, patrol kits should be used and the soiled materials disposed of properly. The patrol kit includes the following PPE: disposable gowns, disposable eye shields, gloves, antiseptic wipes, and a disposable biohazard bag.

#### **4. Cleaning Policies**

Health officials have communicated that the best way to stop the spread of the virus is to avoid touching your face and to wash your hands and wipe down surfaces with alcohol-based wipes. To wash your hands effectively, use soap and water and scrub for at least 20 seconds. If you cannot wash your hands with soap and water, use hand sanitizer.

Normal cleaning with soap and water will decrease how much of the virus is on a surface and objects, but EPA-approved disinfectants against COVID-19 are also recommended and are being used by the Department’s Clean Teams.

QMS and DCMB have been instrumental in procuring and distributing cleaning supplies to the Department’s commands and employees. Individual commands should not be submitting individual requests. Bureau Chiefs, or their designees, can request additional cleaning supplies for sub-units via email at [QMSREQUESTS@nypd.org](mailto:QMSREQUESTS@nypd.org).

#### **5. Personal Protective Equipment (PPE)**

PPE is available to all MOS. To ensure streamlined distribution of critical COVID-19 related supplies, each Bureau Chief has designated a primary point of contact within their Bureau to collect all requests from their sub-units. Bureau Chiefs or their designee will transmit their Bureau’s requests via e-mail to [QMSREQUESTS@nypd.org](mailto:QMSREQUESTS@nypd.org). DCMB will make emergency supplies available as needed, subject to availability.

MOS are required to wear face coverings that cover the nose and mouth (e.g. surgical masks, N-95 masks, etc). Homemade masks and/or face coverings such as scarves, bandanas, handkerchiefs, etc. are not permitted as per [Operations Order 35-2020](#). MOS must wear face coverings when interacting with the public and whenever maintaining a social distance of at least 6 feet is not possible while at work.



## 6. Leave Policies for CMOS

Effective June 3, the following leave policies for CMOS are in effect:

- a) General Provisions:
  - i. Length of excused leave: Excused leave for an employee who tests positive for COVID-19 shall be available until the employee is cleared to return to work. Excused leave provided pursuant to the Emergency Paid Sick Leave Act (Division E of the FFCRA) effective April 1, 2020, is limited to two work weeks.
  - ii. Part-time employees may receive excused leave for the number of bi-weekly hours that the employee was expected to work. Where expected hours cannot be readily determined, part-time employees may receive excused leave for the average number of bi-weekly hours that the employee worked over the six months preceding the leave.
  - iii. The length of absence that requires an employee to submit required documentation upon return to work is extended from absences of more than three consecutive days to absences of more than five consecutive days.
  
- b) An employee is eligible for excused leave at full pay if:
  - i. An employee who has documented positive COVID-19 test shall receive excused absence without charge to leave balances until the employee is cleared to return to work;
  - ii. An employee is eligible for excused leave at full pay for up to two work weeks, with any additional leave charged to application leave balances as follows:
    - (a) If the employee has any documented symptom of COVID-19;
    - (b) The employee is subject to a governmental quarantine or isolation order and is
    - (c) unable to telework while observing the governmental quarantine or isolation order
    - (d) The employee has been advised by a licensed health care provider to self-quarantine either because of exposure to COVID-19 or because of heightened risk associated with exposure to COVID-19. The employee must provide documentation from the licensed health care provider stating that the employee is unable to telework as a result of the need to self-quarantine.
  
- c) Effective June 3, an employee is eligible for excused leave at partial pay as follows, except as provided in subsection “iv” below, employees are eligible for two workweeks of excused leave at partial pay (two-thirds of the employee’s regular rate of pay, not to exceed \$200 per day or a total of \$2,000) as follows:
  - i. The employee is caring for an individual subject to a governmental quarantine or isolation order and the employee must demonstrate that the individual depends on the employee for care and that he or she is unable to telework while caring for an individual under the governmental quarantine or isolation order.
  - ii. The employee is caring for an individual who has been advised by a licensed health care provider to self-quarantine either because of exposure to COVID-19 or because of heightened risk associated with exposure to COVID-19. The employee must provide



documentation of the licensed health care provider’s advice and must demonstrate that the individual depends on the employee for care and that he or she is unable to telework while caring for an individual in self-quarantine.

- iii. The employee is caring for a son or daughter under 18 years of age whose school or place of care has been closed or whose child care provider is unavailable due to COVID-19 precautions. As required by federal regulation, the employee must provide documentation.
  - iv. Health Care Providers and Emergency Responders are not eligible for excused leave at partial pay. Health Care Providers and Emergency Responders may be eligible to receive child care at a Regional Enrichment Center (REC) administered through the Department of Education. For more detailed information concerning child care services for members of the Department who live in and outside of NYC, please see Section VII, part 2 of this document.
- d) Leave to care for a child under the Emergency Family and Medical Leave Expansion Act (Division C of the FFCRA) is available only to employees who have been employed for thirty (30) days or longer.
- i. Eligible employees may take up to 12 weeks of Family Medical Leave to care for a son or daughter whose school or place of care has been closed or whose child care provider
  - ii. During the first ten work days of such leave, the employee may:
    - a. Receive excused leave at two-thirds of the regular rate of pay not to exceed \$200 per day or a total of \$2,000, or
    - b. Elect to utilize accrued annual leave or compensatory time.
  - iii. After the first ten work days of leave to care for a child under this section, leave shall be paid at two-thirds of the regular rate of pay not to exceed \$200 per day or a total of \$10,000. The employee may not utilize accrued leave or compensatory time during this ten-week period.
  - iv. An eligible employee may utilize leave to care for a child intermittently as agreed upon by the agency and the employee. This leave must be taken in full-day increments if the employee is not teleworking. Excused leave may be taken in partial-day increments if the employee is teleworking by agreement between the employee and the agency.
  - v. The maximum 12 weeks of leave under this section is reduced by the amount of the FMLA leave entitlement taken in that year. If an employee has exhausted his or her 12 weeks of leave, he or she may still take two weeks of partial pay leave for a COVID-19 qualifying reason.

The above is not a complete list of policies and procedures set forth by DCAS. Members should contact their Borough/Bureau Personnel Administrative Manager (PAM), their supervisor, their timekeepers, or email CityTime Help Desk at [dg\\_nypdcovid@nypd.org](mailto:dg_nypdcovid@nypd.org) for further information.



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## **7. Teleworking**

Some MOS are directed to telework during the COVID-19 pandemic. For detailed information about the Department’s telework policies, visit the telework portion of the [NYPD Portal](#).

Employees who are teleworking must adhere to the following:

- Employees must be prepared to return to work, when necessary.
- Employees must work a 5-day work week and will not be granted overtime.
- Employees are required to perform their entire tour with approved normal breaks, and work hours should adhere to existing employee tours.
- Tours must be completed in an appropriate work environment.
- All assignments and tasks assigned to employees must be documented by immediate supervisors.

## **8. Flexible Work Schedules**

In order to alleviate density in the workplace, supervisors may consider implementing flexible work schedules for MOS. This would include, but is not limited to flexible arrival times, staggered tours, or alternating regular days off.

Prior to returning to work, a supervisor will discuss work schedules with their MOS. Having a pre-determined work schedule will ensure MOS are aware of the new office expectations and policies, and will help ensure working spaces are not over the 50% capacity limit. This capacity limit is only applicable to work spaces within an office where multiple workstations are located in close proximity to each other. It does not apply to the separate office spaces within the common working space (e.g. a designated office with a door which is utilized by one employee).

Supervisors and employees must complete the [Alternate Work Arrangement Agreement](#) prior to MOS returning to work if the returning MOS’ schedule will be altered to support social distancing efforts. Once completed, this document will be stored at the command of assignment for reference.

## **9. Official Travel by Department Representatives**

Only essential travel should be submitted through the proper channels at this time, and each submission will be reviewed and approved on a case-by-case basis by the Police Commissioner. MOS should be guided by [Administrative Guide 320-18](#) for instructions on how to obtain permission to leave the City on official business.

## **10. Non-Official Travel**

As of July 23, 2020, Governor Cuomo has issued a [travel advisory](#) for people traveling to New York from more than 30 states. Please note this list is updated frequently and is subject to change. Per the advisory, people traveling to New York from these states are required to quarantine for 14 days. As a general rule, essential workers, including MOS, are exempt from this requirement, and do not need to quarantine unless they are exhibiting symptoms or test positive for COVID-19.

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Essential workers should get tested for COVID-19, and must wear a mask at work at all times for the 14 days after returning to work. Supervisors are required to ensure their staff are in compliance. Essential workers returning from travel should also limit their interactions with other people while not at work, and should avoid large gatherings, extended periods in public places, and contact with strangers. For more specific guidance, click [here](#).

As with all MOS, staff returning from travel are required to comply with social distancing requirements and health screenings in order to come to work. If you are feeling feel sick or exhibiting symptoms, stay home and notify the Medical Division Sick Desk at (718) 760-7600.

## **11. Vehicle Use**

Any MOS riding in a vehicle with someone else must wear a face covering to avoid spreading the virus. It is suggested that no more than two MOS ride in a vehicle at one time.

If a vehicle is suspected to have been occupied by someone with COVID-19, the command of assignment must disinfect the vehicle. The MOS performing the cleaning must wear a face covering and protective gloves while performing the disinfection. Disinfect by:

- Spraying all surfaces with “Quat Plus TB” disinfectant from 6-8 inches away and let sit for at least three minutes.
- After 3 minutes, wipe off the disinfectant with a cloth or sponge.

Vehicles should not be placed out of service due to disinfection. Click [here](#) for more information.

## **III. Medical**

### **1. Telemedicine and Reporting Sick**

All UMOS and CMOS must inform the Medical Division’s Sick Desk at (718) 760-7600 when reporting sick. When calling in sick, MOS are encouraged to tell the Sick Desk if they are experiencing flu-like symptoms, such as fever or cough, if they were in close contact with someone who has COVID-19, or if they, or someone they live with, recently travelled to a high-risk area.

If there is a significant change in medical condition, even if you’ve already reported in sick, please contact the Sick Desk immediately. Significant changes would include those requiring hospitalization or the results of a COVID-19 test. Due to the current health emergency, the Medical Division has implemented Telemedicine as a safer alternative to in-person visits. For complete instructions and reporting procedures, contact the Medical Division Sick Desk.

### **2. COVID-19 Symptomatic MOS**

Any MOS who is experiencing COVID-19 symptoms at work shall be directed to a designated isolation space immediately. This room should not be used for anything else besides the isolation of symptomatic individuals. Rooms should be disinfected prior to use and should be cleaned by the Clean



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Team after use. The unit/building should also have a plan in place in how to safely remove the person exhibiting symptoms from the area without contaminating other surfaces and while working to minimize the spread of infections.

### **3. COVID-19 Positive MOS**

MOS who have been infected with COVID-19 will only be returned to full duty when they have met all criteria set by the Medical Division and the CDC.

CMOS that meet the criteria for leave described above must submit documentation from a licensed medical professional in order to receive excused leave. The length of absence that requires an employee to submit required documentation upon return to work is extended from absences of more than three consecutive days to absences of more than five consecutive days.

MOS returning to work are instructed to take the same precautions as everyone else: wear a face covering, maintain social distance, and stay home if you feel sick. If symptoms return, immediately contact the Medical Division’s Sick Desk at (718) 760-7600. Click [here](#) for more information.

### **4. Quarantine and Isolation**

Quarantine and isolation are similar, but different actions. If you are infected with COVID-19, you should isolate, or cut off physical contact with people, so that you will not infect them. Similarly, if you are infected with COVID-19, you should quarantine for a period of 14 days, or until a test confirms that you are no longer infected.

Just because an MOS came into contact with a COVID-19 positive individual does not mean they need to isolate or quarantine. These MOS will be allowed to report to work in accordance with established NYPD time and leave policies and procedures regarding returning to work for personnel.

Per a New York State travel advisory, people who are returning from certain states are required to quarantine for 14 days in order to reduce the spread of the virus. Essential workers are not required to follow this advisory, but MOS are required to wear face coverings at all times after they return from travel to one of these states, and should avoid large gatherings, public spaces, and contact with strangers when not at work. For a list of states currently under the advisory, click [here](#). Please note this list is subject to change, and is updated frequently.

If you believe you have been exposed to someone who has COVID-19 or are getting conflicting information about your health or suggested precautions, please contact the Medical Division for clarity on your specific case. The Medical Division’s Sick Desk can be reached at (718) 760-7600.

### **5. Contact Tracing**

“Contact tracing” is a method of containing the COVID-19 virus before it can spread widely. Contact tracing attempts to find out who has been exposed and “trace” those who have been in contact with people exposed to the coronavirus. These include people who have recently tested positive for COVID-19 and people who have had contact with a verified case of COVID-19 while they were infectious.

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The Department has recently implemented a contact tracing team that underwent training from a CDC-approved module facilitated by [Johns Hopkins University](#) on contact tracing practices and protocols. This team will track, trace, and record the points of contact of anyone in the Department who has either received a positive COVID-19 test result, or has come into close contact in a 48-hour period with those who are confirmed to be COVID-19 positive.

For the purposes of this tracing program, “contact” is broken down into three categories:

- Direct physical contact: Within less than 6 feet for 15 or more minutes.
- Close contact: Within more than 6 feet for 15 or more minutes (sometimes less, depending on context).
- Proximate contact: More than 6 feet but in the same room for an extended period of time.

Just because an MOS came into contact with a COVID-19 positive individual does not mean that they need to isolate or quarantine. These MOS will be allowed to report to work in accordance with established NYPD time and leave policy and procedures regarding returning to work for personnel.

However, individuals identified to be in the risk group due to their contact or proximity with a COVID-19 positive individual will be required to wear face coverings, maintain social distance from others, and submit to temperature checks regularly. Accordingly, they are required to notify the Medical Division Sick Desk if they become symptomatic.

The City of New York has also launched a contact tracing program, which is separate from the NYPD contact tracing program. If the circumstances dictate (i.e., if a person has come into close contact with a COVID-19 positive individual who resides in NYC), a city contact tracing investigator may call MOS and ask for information, such as individuals that they were recently in contact with. Please be aware that as such, MOS may be asked to answer some specific questions about that contact. Counties that are proximal to NYC where many MOS reside (Westchester, Nassau, Suffolk, Rockland, etc.) have also set up their own contact tracing programs, and MOS may be contacted by any of these entities based on the specific circumstances of the situation.

If MOS receive calls from health authorities or other entities regarding possible COVID-19 exposure, they are strongly encouraged to notify the Medical Division Sick Desk at (718) 760-7600.

As all UMOS and CMOS are considered “essential workers” by the City of New York, they will be continued to be monitored by both the Department’s Medical Division as well as the City’s Health Department if they come into close contact with individuals described in the guidance above, regardless if they are asymptomatic or not. All MOS are expected to be guided by the Medical Division’s directions regarding procedures once they notify them about their possible exposure.

## 6. Testing Site Locations

All MOS can get free COVID-19 testing in the Montefiore Health System, the Northwell Health GoHealth system, and at ProHealth Urgent Care. NYPD is collaborating with the Department of Health and Mental Hygiene to provide free antibody testing to MOS.

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There are more than 50 locations conducting these tests within the areas where MOS reside. The COVID-19 Serum Antibody test measures the level of IgG antibodies in the bloodstream. If these antibodies are present it is very likely that that person has been previously infected with COVID-19. This test is most reliable when completed 14 days after a person last exhibited symptoms.

At this point it is unclear if the presence of antibodies provides immunity to future COVID-19 infection, so it is important to continue wearing face coverings and exercising social distancing regardless of the results of the test.

The City has partnered with the following urgent care centers to provide COVID-19 and antibody testing:

- ProHealth Urgent Care, for more information click [here](#).
- CityMD, for more information click [here](#).
- Northwell Health GoHealth, for more information click [here](#).

## **IV. Facilities**

### **1. Public Interactions**

#### **a) Facility Entrances and Security Screening Areas**

All visitors must adhere to social distancing guidelines, and must wear face coverings in the event that social distancing cannot be achieved. In order to ensure the health and safety of MOS and the public, the Department has provided commands with infrared, no-touch forehead thermometers and has established guidelines for screening of members of the service, members of the public, and persons in custody at Department facilities. Health screening is conducted by screening for current COVID-19 symptoms (MOS only) and using a non-invasive, non-contact tool that uses the heat from your body to aid in detecting elevated temperatures and fever-like symptoms (MOS, visitors, and persons in custody).

Before entering a department facility, all MOS and members of the public must have their temperature taken. If the temperature reads as 100.4 degrees Fahrenheit or higher, the person will be denied entry and directed to receive medical advice. If the person is a member of the public, the Department will try to resolve their issue remotely or outside the building. Click [here](#) for Operations Order 43-2020. If any MOS answers yes to any question or registers a temperature of 100.4 or higher, they are denied entry and directed to contact the NYPD Medical Division for further guidance.

If a member of the public requires entrance into Department facility and are not equipped with a mask or face covering, they will be provided a mask. Masks can be acquired by contacting QMS through your Bureau Chief or their designee. If they cannot procure a mask, the Department will make every effort to render services to those presenting with a higher temperature than 100.4 degrees Fahrenheit from outside the facility while maintaining social distancing.

Floor markings will also be used, where feasible, to denote the direction foot traffic should follow (i.e., arrows indicating direction of travel) in areas where high volumes of personnel or the public tend to utilize (e.g., entrances, stairwells, elevators, etc.)

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Commands who manually enter guests into a log book should designate only one person per tour to enter this information. The public should not have access to pens or the book in order to reduce the risk of infection.

b) Facility Waiting Rooms and Service Areas

Bureaus with public-facing services should limit number of visitors entering the space at any given time. This can be achieved by using virtual or remote contact, if possible, or by scheduling appointments to limit number of visitors in the building at any specific time. Visitors must adhere to social distancing and wear face coverings. Floor markings will be used to separate visitors waiting in line for services. Visitors will be kept separate from MOS at service counters, if possible.

MOS interacting with the public must wear face coverings at all times. To further ensure the safety of both the public and MOS, FMD has begun the installation of barriers at all public-facing windows and reception areas.

If you require signage, please click [here](#) to access and print out as necessary.

If you want to request an assessment of your space for the installation of barrier(s)/sneeze guards, please submit a work order to FMD specifying the type, location, and amount needed via the work order system by utilizing the following link: [Work Order-System Login](#). The procedure for submitting a work order can be found under the Department Property Section of the [Administrative Guide 325-20](#). All requests will be reviewed by FMD and approval will be based on the findings from the assessment.

## 2. **Common/Shared Spaces**

a) Conference Rooms

MOS are instructed to convene meetings virtually. Conference rooms should remain closed. In special cases where virtual meetings are not possible, requests for a conference room can be made to FMD or the Commanding Officer of the command controlling the room. Requests should include a justification as to why the meeting must be in person.

While it is recommended that all in person meetings be avoided, approved in-person meetings cannot have more than 10 attendees and must adhere to any social distancing guidance in place (i.e., using only certain seats, wiping down surfaces when done, etc.) These meetings will only be permitted in the largest conference rooms. Smaller conference rooms should remain closed. If a meeting is to be held in person, the invitation should be accompanied by a Microsoft Teams link or a direct conference line.

All UMOs and CMOS are to instructed to use only “Skype for Business” and “Microsoft Teams” for the commission of any and all virtual meetings and for the preparation and testimony for preliminary hearings. Click [here](#) to learn more about these guidelines. ITB has installed these respective applications on all Department cell phones and computers. Contact ITB directly at (646) 610-6473 if you have further questions regarding authorization and installation. MOS can also refer to the ITB intranet page for detailed instructions on how to use these applications by clicking [here](#).

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b) Elevators/Stairs

No more than five MOS may occupy an elevator at once. Face coverings must be worn in elevators at all times, including freights and parking garage elevators. MOS should adhere to floor markings regarding where they stand in the elevator. Lobbies and elevator banks will be monitored to ensure those waiting for elevators maintain social distance. MOS should use stairwells when they are able to; face coverings should be worn in the stairwells if social distancing is not possible.

c) Cafeterias

Markings will be placed on tables and benches to encourage and maintain social distancing in all Department cafeterias. Vending machines will be left in service and added to the cleaning schedule. Seating in the cafeteria at 1PP will be unavailable until further notice.

d) Lounges/Lunch Rooms

MOS must maintain social distancing in lounges/lunch rooms. MOS should use provided cleaning supplies to wipe down surfaces after use. MOS are encouraged to use personal coolers in lieu of shared refrigerators and eat at their desk or work space, if possible. Vending machines will be left in service and added to the cleaning schedule.

e) Cardiovascular Fitness Centers

All cardiovascular fitness centers were cleaned and sanitized prior to reopening on June 8, 2020. In order to safely use the cardiovascular fitness centers, all MOS should maintain at least 6 feet of social distance, wash hands or use hand sanitizers frequently, and disinfect any equipment or surfaces before and after each use. MOS are asked to adjust their workout duration to allow ample time for cleaning before and after using the facilities. When social distancing is not possible, MOS must wear face coverings.

If you are not a fitness center member and want to join, please contact Fitness Supervisor Elicia Breen at [elicia.breen@nypd.org](mailto:elicia.breen@nypd.org) or Fitness Supervisor Lane Hershberger at [lane.hershberger@nypd.org](mailto:lane.hershberger@nypd.org).

f) Bathrooms

Face coverings should be worn in bathrooms if social distancing cannot be maintained. It is recommended that hand (air) dryers not be used. Paper towels will be provided. The number of MOS in a bathroom at any given time cannot exceed the number of stalls in the bathroom. MOS exceeding the number of stalls must wait outside until an MOS exits. Bathroom doors may be kept open using door stops or trash cans to avoid touching handles. Foot openers will be installed whenever possible.

g) Precinct Dorms

MOS must continue to notify the Desk Officer when using the dorm. Dorms should remain locked when not in use. MOS must maintain social distancing while using the dorm.

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h) Pantries/Kitchens

MOS should use provided cleaning supplies to wipe down surfaces after use. MOS are encouraged to use personal coolers in lieu of shared refrigerators. MOS should wear face coverings, maintain social distancing and not congregate in kitchen areas. All shared pantries and kitchens will be closed at 1PP until further notice.

i) Locker Rooms

MOS must wear face coverings if social distancing is not possible. Coverings are not required when showering. MOS should not congregate in locker rooms.

j) Auditorium/Event Space

Auditoriums will remain locked, with the exception of the Police Academy auditorium for certain authorized events. The 1PP Auditorium may be used for certain events, however a request must be made to FMD explaining use of the space and a social distancing plan must be provided.

**3. Personal Workstations**

MOS should maintain social distancing when possible. In cases where it is not possible, MOS must wear face coverings. MOS should also limit their interactions at their workstations, and should not utilize them as a place to congregate or hold meetings.

Further, it will be the responsibility of each MOS to clean their workstations, with cleaning supplies that will be provided. It is especially important to maintain proper sanitation, sterilization, and cleanliness of a workspace if they share a workstation with another individual. All MOS should remove any unnecessary or easily storable materials from their workstations, so that they can facilitate proper cleaning of surfaces. Supervisors are encouraged to promote the regular cleaning of workstations, and provide guidance to subordinates on how to obtain cleaning supplies.

**4. Isolation Rooms**

Supervisors must identify an unused room or separated space at their facility as an isolation room in case an MOS is experiencing COVID-19 symptoms. The room should not be used for anything else. Rooms should be disinfected prior to use, and should be cleaned by the Clean Team after use. Supervisors should also have a plan in place in how to safely remove the person exhibiting symptoms from the area without contaminating other surfaces and minimizing the spread of infection.

**5. Signage and General Questions**

Commands must display FMD-approved signage to ensure that proper social distancing and safety measures are being adhered to. Additionally, commands must also notify FMD if additional signage is needed to bolster this effort.



Commanding Officers may contact FMD should they have any specific concerns regarding either the facility in which they work, or if they have any general questions regarding any of the facilities kept and maintained by the NYPD. Some [signage](#) is available on the Department portal for MOS to print themselves for their spaces.

## **6. Clean Teams and Supplies**

The NYPD recently hired 100 custodians to help keep facilities clean. When made aware of a member who has tested positive for COVID-19, a specialized Clean Team will be dispatched to disinfect impacted workspaces. If someone in your command has tested positive for COVID-19, inform your Commanding Officer.

Lt. Daniel Crawford, Medical Division, is responsible for dispatching Clean Teams. Health officials have communicated the best way to stop the spread of the virus is to wash your hands and wipe down areas with alcohol-based wipes. Please continue to use these best practices.

Each command is also closely monitoring supplies. Be sure to inform your Commanding Officer of any needs so that additional supplies can be provided. DCMB will make emergency supplies available as needed, subject to availability. As a result of the pandemic, many community members and organizations have also offered donations of PPE and other hygiene supplies to commands.

Quartermaster Section, which has remained open 24/7 since March 13, has streamlined distribution of critical COVID-19 related supplies and equipment. QMS monitors inventory and requests in real time, communicating with each Bureau’s points of contact on specific supply needs and making mass distributions of key items based on current stock and anticipated need.

## **V. Education and Professional Development**

### **1. Online Professional Development Resources**

OPD has worked hard to establish many free and low cost online professional development resources to enable MOS to learn new knowledge and skills and further develop as leaders.

[Click here](#) to find a helpful, but not an exhaustive list, of online resources, and information on how to access them.

Should have any further question, or if you discover a useful professional development platform, please email OPD at: [professionaldevelopment@nypd.org](mailto:professionaldevelopment@nypd.org).

### **2. Professional Development Online Courses**

In furtherance of its mission to develop NYPD leaders with the skills and attributes to succeed in all positions and assignments, OPD has transitioned Microsoft and Adobe course offerings to an online classroom. The course schedule is published monthly and can be found on OPD’s calendar or by [clicking here](#).

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### **3. Outside Agency Programs**

The most updated information regarding specific outside agency professional development programs (e.g., Police Management Institute (PMI), Center for Homeland Defense and Security (CHDS), Federal Bureau of Investigation (FBI) National Academy, etc.) can be found at the OPD intranet portal by clicking [here](#). MOS interested in attending these programs should frequently check OPD’s portal page for updates.

### **4. Department of Citywide Administrative Services Training**

All in-person DCAS training courses have been suspended until further notice. However, many DCAS courses are still available for MOS to take online. DCAS Courses are designed to help New York City employees continue to focus on their professional and personal development while the City responds to the COVID-19 health crisis.

For a full listing of these courses, as well as how to participate, please visit: [Citywide Learning & Development Online Learning Opportunities & Resource Guide](#).

### **5. Mandatory Officer Safety and Preparedness Training**

A series of online training courses dealing with officer safety and preparedness during the COVID-19 pandemic is now available on the NYPDU platform. The purpose of this series of training courses is to familiarize all MOS with evidence-based best practices that can help keep officers safe at home and at work. All MOS are required to complete this training by June 12, 2020.

For more information about this training, visit the [NYPDU](#) website or application on the Department phone.

## **VI. Communications**

### **1. Policy Changes and Updates**

MOS will be regularly notified of policy changes related to COVID-19. The most up-to-date, complete information will be on the Portal under the [COVID-19](#) section. This section is linked through the red banner on the Portal homepage.

If there are questions that are not addressed in this document or on the Portal, please contact your Commanding Officer.

### **2. Virtual Meetings**

All UMOS and CMOS are to instructed to use only “Skype for Business” and “Microsoft Teams” for the commission of any and all virtual meetings and for the preparation and testimony for preliminary hearings. Click [here](#) to learn more about these guidelines. ITB has installed these respective



applications on all Department cell phones and computers. Contact ITB directly at (646) 610-6473 if you have further questions regarding authorization and installation. MOS can also refer to the ITB intranet page for detailed instructions on how to use these applications by clicking [here](#).

## VII. Other Support

### 1. **Mourning and Grief**

The COVID-19 crisis has unfortunately caused the deaths of members of the NYPD family. Due to this ongoing crisis and the executive orders of the Mayor and the Governor prohibiting groups of 10 or more from gathering, there will be no public ceremonies for MOS who have passed due to COVID-19 at this time. It's important to honor our members, so a two-person honor guard and flag will be sent to services, a highway escort will be provided to the cemetery, and a Department bugler will be provided to play at the cemetery. When this crisis is over, and we hope that will be sooner rather than later, we will honor our fallen in an appropriate fashion.

Officers are asked to wear their [mourning bands](#) in order to honor the fallen. It is very important that we take time to grieve and mourn our fallen colleagues. Due to restrictions on public gatherings, and to prevent the spread of disease, there will not be large funerals at this time.

Additionally, all Chaplain phone numbers can be found on the NYPD's Health and Wellness application. They also hold weekly remote services, which can be found [here](#).

### 2. **Family and Personal Support**

The NYPD is committed to being as flexible as possible during this unprecedented time. If you reside with someone who is high risk, please visit the CDC [website](#) to learn more about what you can do to prevent the spread of the virus. High risk individuals include those with severe obesity, those older than 65, people with liver disease or chronic kidney disease, people who are immunocompromised, and pregnant individuals.

There is childcare available to MOS who must report to work. The NYC Department of Education opened Regional Enrichment Centers (RECs) on Monday March 23, 2020. These RECs operate Monday through Friday, from 0730-1800 hours, and are available to all members of the Department who are New York City residents. Children must be pre-enrolled to attend. Children can be enrolled by filling out the form [here](#). However, the form cannot be accessed from a Department issued smartphone or Department desktop computer. If you reside in Suffolk or Nassau County, you may apply for the SCOPE program for children Pre-K through 6 Grades; click [here](#) for more details and how to apply.

Due to the current public health crisis, crime victim advocates are teleworking. However, their services are still available via hotlines. The phone number for the Crime Victim Advocate Program is (866) 689-4357 and the phone number for the Safe Horizon Program (domestic violence victims) is (800) 621-HOPE (4673). Please visit their website [here](#).



### 3. Reasonable Accommodations and Accessibility Considerations

Members of the service in need of requesting reasonable accommodations or who need accessibility considerations should contact the office of the Deputy Commissioner, Equity and Inclusion at 646-610-8139 or [OEIquestions@nypd.org](mailto:OEIquestions@nypd.org).

### 4. Health and Wellness

Given the current situation we are all being faced with, it is normal to be experiencing stress and anxiety. Remember though, there is no reason you have to take this on by yourself. Real resilience includes reaching out for assistance if you need it. Help is available and you have options both within the Department and beyond. This includes the Employee Assistance Unit which operates 24/7 and is available for all members of service. There is also the Peer Support program which currently has more than 250 members throughout the city in nearly every command.

Additionally, the Health and Wellness Section offers support in a variety of ways including assistance with nutrition, financial tips, resilience practices and many others. Make sure to check the Health and Wellness Section on the Intranet and the application on Department phones.

#### Department Resources:

- Employee Assistance Unit: (646) 610-6730
- Chaplains Unit: (212) 473-2363

#### Non-Department Resources:

- POPPA (UMOS Only): (888) 267-7267
- New York Presbyterian Hospital FINEST CARE (UMOS Only): (646) 697-2020  
*NOTE: They are doing telehealth meaning they can help you over the phone, no need for an in-person appointment*
- Crisis Text Line: Law Enforcement (UMOS) text BLUE to 741741,
- Non-Law Enforcement (CMOS and others) text HOME to 741741
- NYC Well: [https://thrivenyc.cityofnewyork.us/mental\\_health\\_support\\_while\\_home](https://thrivenyc.cityofnewyork.us/mental_health_support_while_home)
- Lifeline: (800) 273-TALK (8255)

#### NYPD Health and Wellness Section

- Call: (646) 610-4862
- Email: [Wellness@NYPD.org](mailto:Wellness@NYPD.org)
- Instagram: [@NYPDhealthandwellness](https://www.instagram.com/NYPDhealthandwellness)
- Twitter: [@TalkToMe](https://twitter.com/TalkToMe) and [@NYPDEAU\\_1085](https://twitter.com/NYPDEAU_1085)