

## NY CREATES Albany Site Return to Work FAQs (rev 5/15/2020)

- How do I know when to return to work?
  - NY CREATES Employees will be able to return to work in several phases with an emphasis on those employees who have a greater business need to be on site (These are not the same as the NYS Un-PAUSE phases). Your manager will have information on your specific position. Employees of other companies should discuss return to work plans with their employer.
- When I am able to return to work, will I be required to work on site 100% of the time?
  - You should discuss your work schedule with your supervisor and discuss if working remotely can be incorporated. NY State is strongly encouraging any employee who can work from home to continue to do so whenever possible.
- Is there anything I need to do before returning to work on site?
  - Yes, you must review the following PowerPoint presentation and certify that you have completed it. [Protecting the Safety and Health of Workers](#)
- Are there safety measures being implemented to protect staff from possible exposure?
  - Yes, there will be increased cleaning, temperature screenings of anyone coming on site, and numerous social distancing practices being implemented. You can learn more here [Protecting the Safety and Health of Workers](#)
- Am I required to wear a mask at work?
  - Executive Order 202.17 mandates that all those that are medically able to must wear face covering when in a public place and unable to maintain, or when not maintaining, social distance. Employees must wear masks when in shared spaces at work. While NY CREATES employees are in their own, non-shared workspace they are not required to wear a facial covering but should adhere to appropriate social distancing protocols. Employees of other companies should discuss any other requirements with their company management.
- Will facial coverings be provided?
  - Yes, masks will be available for all NY CREATES employees and visitors at the temperature screening area. Stock may be limited so employees could be asked to sanitize and reuse masks. Employees are also allowed to wear their own facial covering if they prefer. Employees of other companies should discuss mask availability with their employer.
- Am I required to go through the temperature screening every day I am on site?
  - Yes, anyone coming on site must be temperature screened daily, if you leave during that day and come back you will need to present your access badge with the color of the day sticker placed on it to security at the traffic check point and will be allowed to proceed without being rescreened.
- Why do I have to walk around the NFE rotunda even when there is no line?

- The purpose is to give your surface skin temperature time to acclimate and provide a more accurate screening process.
- What happens if my temperature is too high?
  - You will have the option to leave the site immediately or have your temperature taken again after a short period of time. If your temperature is too high a second time you will be directed by security or the emergency response team to leave the site and your company Human Resources will contact you.
- Will any other screening be done?
  - Yes, anyone entering the site will be asked if that have had COVID-19 symptoms in past 14 days, had a positive COVID-19 test in past 14 days, or had close contact with confirmed or suspected COVID-19 case in past 14 days.
- Why am I being asked questions related to COVID-19 exposure and symptoms at the temperature screening?
  - These questions are part of New York State’s requirements for reopening the site and for the health and safety of our community.
- What happens if someone on site tests positive for COVID-19?
  - The company Human Resources will contact the employee and all other employees that had close contact (less than 6 feet for at least 10 minutes) with the employee to discuss the situation. The department of health in the county where the employee resides will contact the employee and give them a “release date” which is the date they can return to work.
- A person in my household is showing symptoms or has tested positive for COVID-19, what should I do as it relates to work?
  - Notify HR and they will walk you through your specific situation and coordinate the response with your supervisor and management.
- What can I do if my child’s school or daycare provider is still closed?
  - NY CREATES employees should work with supervisor to determine if there is the ability to work remotely or complete an alternate work assignment. If this is not a possibility, may use PTO sick leave under the RF’s “COVID-19 expanded use of accrued sick leave program. If you do not have accrued PTO sick, you may be eligible for salary continuation or New NYS Paid Family Leave benefits, please contact HR in this situation.
- What are the rules for areas where people normally congregate for meals or to buy food?
  - There are 6 foot floor markers in the Nano Bite Café. Tables in the small break area and in the ZEN atrium have been place with seating at least 6’ apart. Food service may be limited to call in orders or delivery, please check with the café for their protocols.

- What are the rules for common areas like kitchens where refrigerators, microwaves, coffee makers are shared?
  - Employees should adhere to social distancing protocols. Frequently touched surfaces are wiped daily by Site Services. Disinfecting spray and towels will be available for individuals to do additional cleaning if they choose.
  
- How will meetings and other large gathering areas be handled?
  - Meeting space and other large areas will have limited occupancy requirements posted in that space in order to adhere to social distancing protocols. Continued use of virtual meetings is highly encouraged.
  
- Can I visit another employee or have someone else in my workspace?
  - Employees can meet with other staff, but they should adhere to social distancing protocols of keeping at least 6 feet apart when possible. A face covering is required if 6 feet of separation cannot be maintained.
  
- Will my workspace be cleaned more frequently?
  - Our site services staff will be cleaning high touch areas more frequently, but individual work spaces will be cleaned based on the normal schedule and level of service. Additional cleaning in an office or cubicle is the responsibility of the employee. Cleaning supplies will be available in the kitchens, break areas, and conference rooms.
  
- Is there any information about additional public transit options?
  - Please visit <https://www.cdta.org/flex> for more information.