



New York State Teachers' Retirement System

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NYSTRS.org

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May 29, 2020

Colleagues,

Thank you for responding to the return-to-the-building-plan survey. Seventy-seven (77) respondents indicated an interest in returning to Corporate Woods in the first phase of opening the building to additional team members. This data will help inform our building occupancy decision.

As you know, New York State has initiated the first of four phases to reopen businesses and schools. We will be monitoring the State's actions and continuously assessing evolving conditions as we refine our own plans. To allow additional time to gather data, current work arrangements will remain in place until at least July 6, 2020.

We have already started to adapt our environment to reflect social distancing protocols and other guidelines from public health officials. A summary of what you can expect when you return to the building is attached for your information.

NYSTRS is an exceptional organization because of our people and I could not be more proud of how we have collectively risen to meet the challenges thrust upon us by this pandemic. Thank you for all that you do for our members and each other.

WHAT TO EXPECT WHEN WE RETURN TO THE BUILDING

As we prepare for a return to the office, we have put together a list of some important changes you can expect upon returning.

We want to assure you that while COVID-19 has changed the way we operate, your health and safety remain our highest priority. Therefore, we will continue to adhere to increased standards of facility cleaning and disinfection. You too must adhere to new protocols and guidance and will be expected to disinfect your work areas regularly, using the System-provided supplies. Disinfection should include desk, chairs, glass/plexiglass barriers, computer screens, keyboard, mice, and your telephone.

Additional details on the topics covered in this document can be found in the employee "Safe Workplace Handbook" distributed prior to the return date.

HEALTH SCREENING

- **Stay home if you are sick.** Employees who arrive to work sick or become sick at work will be sent home.
- All staff will be required to complete a **daily health assessment** prior to leaving home.
- All staff will be required to pass through a **touchless temperature screening kiosk** at the main/employee entrance daily.
- While waiting for temperature scan, **maintain 6ft distance** and follow ground markings for direction.

SOCIAL DISTANCING

- We will have a phased return of employees to the building.
- Flex window has been **temporarily expanded by 1.5 hours**, permitting arrival between **7:00 and 9:30 a.m.**
- Allow a minimum of **one vacant space** between cars in the parking lot.
- When entering/exiting/navigating the building always maintain a **6-foot distance** between you and others.
- Elevators are limited to **one person** at a time, follow floor markings outside elevators to ensure social distancing.
- Stairwells are temporarily designated and marked as **one-way**.
- Follow **directional markings in hallways** and stay to one side.
- All **restrooms will be limited** based on size and location.
- All meetings are to be conducted **virtually**. Essential in-person meetings should include **critical participants only** and social distancing must be practiced. Rooms will be marked with maximum capacity.
- On-site breaks/lunch are confined to the cafeteria/patio/and workstations **only**. Tables/chairs in the cafeteria and patio are arranged to provide 6' distance and may **not** be moved. No communal food or gatherings.

FACE COVERINGS

- **Reusable masks** purchased by the CSEA/NYSTRS Wellness Committee will be provided to all employees.
- Face coverings will be **required when entering, exiting and moving about the building**, including while on sidewalks and in the parking lot.

BUILDING CHANGES

- The gym, locker rooms, and smoking area are **closed until further notice**.
- Doors will be **propped open** to the extent allowed throughout the building.
- All restrooms will have **touchless** hand soap dispensers.
- All workstations will be fitted with **glass/plexiglass barriers** to ensure proper social distancing.
- Ventilation system will **maximize fresh air intake**. This could result in warmer temperatures.
- HVAC- nine air handlers have **UV air sterilization**, final 2 are being retrofitted with UV air sterilization.