A Message from Tom Lee, Executive Director & CIO

Words cannot adequately express my thanks to you for your exemplary work during the unprecedented period made necessary by the COVID-19 pandemic. Everyone, including our members, have been truly impressed by your efforts to maintain business operations, deliver excellent customer service and adapt to the alternative work environment.

As we now begin to transition staff back to 10 Corporate Woods, I want to assure you that the plans and procedures outlined in this document were created solely with your well-being in mind. We are taking a phased-in approach designed to stagger the number of staff returning to the building, while also incorporating the most up to date COVID-19 related workplace protocols.

Please take the time to review this handbook and any supporting documentation you are provided. It is critically important that we all take the important preventive measures outlined here to protect ourselves and each other and reduce the spread of COVID-19. Thank you for your cooperation.

Our Mission: To provide our members with a secure pension.

Our Vision: To be the model for pension fund excellence and exceptional customer service.
COVID-19 No Discrimination Policy Statement

Discrimination or harassment against someone because of a perceived connection between their race, national origin, disability and possible exposure to COVID-19 or perceived infection with COVID-19 is strictly prohibited by NYSTRS and a violation of the NYS Human Rights Law.

Any individual who believes that they have been the victim of discrimination or harassment on these bases, or who has witnessed such discrimination or harassment should report the incident to one, or all, of the following:

- Chief Administrative Officer;
- Deputy Chief Administrative Officer;
- Human Resources Manager, Assistant Manager, or Employee Relations Specialist;
- Department Manager or Assistant Manager; or
- The individual’s Supervisor.

Reports may be made formally or informally, verbally or in writing, and are not required to be made within the employee’s chain of command.

All reports of discrimination or harassment will be promptly and thoroughly investigated.

Any individual determined to have engaged in unlawful discrimination or harassment, will be subject to discipline, up to and including termination. Discipline of bargaining unit members will be in accordance with disciplinary procedure set forth in the Collective Bargaining Agreement between NYSTRS and CSEA.
COVID-19 Workforce Safety Measures

Our strategy to protect the workforce requires we work together to ensure the health and welfare of all. It requires the following of each of us:

- Personal Adherence to Government Recommendations to Prevent Spread
- Social Distancing
- Disinfection

We can all take important preventive measures to protect ourselves and each other and reduce the spread of COVID-19. Staff should follow preventive actions while at work and home, such as practicing healthy personal hygiene and avoiding close contact (i.e., physical distancing).

NOTE: This handbook is subject to change based on evolving guidance from Federal and State Authorities.
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Personal Hygiene

- Wash hands often with soap and water for **at least 20 seconds**. Use an alcohol-based hand sanitizer if soap and water are not available.
- Cover coughs and sneezes with a tissue or sleeve. Do not use your hands.
- Do not touch your eyes, nose and mouth with unwashed hands.
- Do not shake hands. Consider waving instead.
- Avoid directly touching common touch points by holding a tissue or paper towel. When you cannot avoid a touch point, sanitize hands as soon as possible.

Hand sanitizing stations/bottles are placed through the building.
Supply chain constraints may not allow for provision of bottles at individual workstations.
Face Coverings

Face coverings are required whenever you are not alone at your workstation. Reusable masks will be provided by the CSEA/NYSTRS Wellness Committee.

A face covering is any well-secured paper or cloth object that covers your nose and mouth and fits snugly but comfortably against the side of the face. It is essential to continue to practice physical distancing and healthy hand hygiene even when wearing a face covering.

- Before putting your face covering on, wash or sanitize hands to avoid cross contamination.
- Avoid touching or reaching under your face covering.
- If you need to adjust your face covering, sanitize your hands before and after.
- Remove the face covering by the straps and avoid touching the front of the face covering or your eyes, nose or mouth.
- Wash or sanitize hands immediately after removing the face covering.
- Immediately dispose of disposable face covering.

- Place reusable face coverings in a bag or wrap in paper towel until laundering. Launder after each use.
- Wear a face covering when entering, leaving or moving about the building.
Illness – Stay Home When Not Feeling Well

- Stay home if you are sick.

- Staff who arrive at work exhibiting symptoms of illness or who begin exhibiting symptoms of illness while at work will be sent home.

- In some circumstances, staff exhibiting symptoms may be placed in an isolation room while arranging for safe transport home and/or seeking guidance from local health officials.
- As a general rule, if you exhibit symptoms at work you will not be permitted to return until after at least 10 days of isolation or receipt of a negative test.
- HR will follow up with specific guidance.
Return to Work Following COVID-19 Exposure

Return to Work Following Close and Proximate Contact with a Person with COVID-19 for a Prolonged Period

- Defined as being within 6 feet for a period of 10 minutes or more starting from 48 hours before illness onset until the time the person was isolated.

Close or proximate contact for a prolonged period and symptomatic

- May return after 10 days of isolation after onset of symptoms AND symptoms have resolved.

Close or proximate contact for a prolonged period and not symptomatic

- May return after 14 days of self-quarantine, unless symptoms develop, in which case,
  - May return after 10 days of isolation following onset of symptoms AND symptoms have resolved.
Return to Work Following COVID-19 Infection

**COVID Infection with Symptoms**

Can Return After:

- 24 hours with NO fever (without the use of medicine that reduces fevers)
  AND
- Other symptoms have improved (for example, when their cough or shortness of breath have improved)
  AND
- 10 days of isolation from onset of symptoms OR two negative tests in a row, 24 hours apart (must provide documentation).

**COVID Infection without Symptoms**

Can Return After:

- 10 days of isolation from first test if you remain asymptomatic OR two negative tests in a row, 24 hours apart (must provide documentation).
  • If you develop symptoms, follow the instructions above for COVID infection with symptoms.
You will be required to complete an electronic health check before reporting to work each day. The check will include the following inquiries:

- Have you tested positive for COVID-19 in the past 14 days?
- Have you knowingly been in close contact in the past 14 days with anyone who has tested positive or had symptoms of COVID-19?
- Have you experienced any symptoms of COVID-19 in the past 14 days?

Based on an evaluation of your answers, you will either be cleared to report to work, or provided instructions on next steps. You are not permitted to enter the building without receiving clearance through the daily health check.

- As a general rule if you report symptoms of COVID-19, you will not be permitted to return to the building for 10 days from the onset of the symptoms, or receipt of a negative test.
- Contact HR for specific instructions.

Note: Instructions for completing the health check will be provided separately.
Screening Protocols – Temperature Check

- Upon arrival to work, you will be required to have a temperature scan at a scanning kiosk located in the vestibules at the entrances. Please adhere to the following process.

- Check the entrances before approaching to ensure an equal distribution of arrivals at each entrance.
- Line up outside the entrance, maintaining a 6-foot distance, as indicated by signage.
- One person at a time enters the vestibule and stands in front of the temperature scanner.

  - If your temperature is within acceptable range, the monitor will provide a blue light signaling you may enter the building.
  - If your temperature exceeds the acceptable range, the monitor will provide a red light, signaling you should not enter the building.
    - If you receive a red light, you should exit the building, return to your car and call HR for further instructions.
    - As you exit the vestibule please take care to maintain distancing.

- Wear face covering.
Screening Protocols – Arrival Times

- To minimize density at arrival times, the flex window will be temporarily expanded to between 7:00 and 9:30 a.m.
- Staff will be surveyed to determine preferred arrival windows.

- If the preferred windows do not adequately reduce density, arrival windows will be scheduled.
  - If scheduling is necessary, procedures for scheduling will be provided separately.
Social Distancing

Social Distancing is a simple yet effective mechanism to prevent potential infection. The following distancing measures are in effect until further notice. While these measures go against the grain of our normal social tendencies, they are important to our collective safety. Please stay aware and adhere strictly.

Distancing is defined as maintaining a minimum of a 6-foot distance between you and others at all times. As a point of reference, 6 feet is approximately 2 arm lengths.
Social Distancing – Work Areas

- Staff seated a minimum of 6 feet from each other.
  - May be relocated to maximize distancing.
- Glass/Plexiglass barriers installed between adjacent workstations.
- The height of the glass/plexiglass barriers does not accommodate standing at workstation.
  - Use of sit/stand in standing position will be temporarily limited to those providing documentation of the need for a reasonable accommodation.
  - Those standing will be required to wear a face covering while standing and/or may be relocated to an alternate workstation.

Limit the use of shared equipment such as printers and copiers to essential.

If shared equipment must be used:
  - Sanitize hands before and after use.
  - Wipe down before and after use.
Social Distancing – Parking Lot/External Walkway/Entrance

- Allow a minimum of 1 vacant parking space between cars to allow for distancing upon exit and entry of vehicles.

- Do not congregate.
- Wear face covering when entering/exiting the building and while walking on sidewalks and in parking lot.

- Maintain distancing while walking to and from parking lot and when entering/exiting the building.
Elevators are limited to one person.
To avoid density in the elevator pod, please take the stairs if you are able.
Follow signage to elevator wait line.
Maintain distancing while waiting for, entering and exiting the elevator.
Wear face covering.
Avoid directly touching elevator buttons by holding a tissue or paper towel.
Sanitize hands if you come in contact with common touchpoints.
Social Distancing - Stairwells

- Designated as one way (up/down only).
  - In an emergency may use in both directions.
- Eight steps represents a 6-foot separation.
- Wear face covering.
- To locate stairwells, follow the exit signs on the ceilings and walls.
  - Additional signage will direct you to “up” and “down” stairwells.
Social Distancing – Hallways

- Maintain distancing while walking through the building.
- Stay on the right side of the hall.
- Wear face covering.

No congregating.
Social Distancing – Restrooms

- Occupancy limited and posted at the entrance to each restroom. If full occupancy, please wait in the hallway maintaining distancing.

- Use of sinks, stalls and urinals limited to every other fixture.
Social Distancing – Cafeteria
Food and Beverage Service is Closed

Food/Beverage Service Closed
**Social Distancing – Breaks/Lunch**

- Breaks and lunch are confined to personal workstations, the cafeteria and patio area.
- Avoid foods requiring use of microwaves. If used, sanitize hands and wipe down before and after use.
- Wear face covering other than while eating/drinking.

- Tables/chairs arranged/marked to provide a 6-foot distance.
  - Do not move chairs from the marked positions.
  - No recreational activities such as card playing.
- Seating will be extremely limited and will be on a first come first served basis.
- Wipe down table and chairs before and after use.
Consider bringing self-refrigerated lunch bags to avoid use of shared refrigerator.
If refrigerator is used:
- Clearly label food containers with name.
- Avoid touching others’ food/beverage products.
- All food items must be carried in and out each day. No overnight storage in refrigerator.
No shared food or beverages, including coffee makers. Please plan accordingly.
Wipe down all surfaces (refrigerator, counters etc.) before and after use.
Maintain distancing.
No congregating.
Wear face coverings.
Social Distancing – Meetings

- Conduct meetings virtually via Teams or other electronic mode.
- In-person meetings limited to essential purpose and attendees.
  - Meetings deemed essential must be approved by Department Manager.
  - Meetings with more than five people must be approved by Facilities or Administration.
- Conference room capacity reduced to allow for distancing. Limits posted on door and ServiceNow portal.
- Capacity limits must be strictly adhered to.
- Chairs placed/marked to provide a 6-foot distance.
- Do not move chairs from the marked positions.
- Wipe down tables and chairs before and after use.
- Wear face coverings.
Social Distancing – Social Events

- Staff events trainings, social gatherings and communal activities (i.e. wellness, recognition ceremonies) suspended or conducted virtually.
Social Distancing – Smoking Area

- The smoking area is closed.
- On property smoking will be restricted to your personal vehicle.
Social Distancing – Workout Room

- The workout room is closed.
NYSTRS Vehicles

- NYSTRS vehicle occupancy should be limited to one, unless essential.
- If capacity exceeds one, occupancy must not exceed 50%.
  - Wear Face Coverings.
- Wipe common touch points down before and after use.
Non-essential travel and meeting attendance at external sites is prohibited.

- Essential Travel or external meeting attendance must be approved by Executive Director/ CIO.

Conference and external training attendance is suspended.
Visitors

- Visitors to the building limited to essential.
- External visitors must be approved as essential by the Executive of the Division associated with the visit.
- Visitors approved by the Executive must be submitted to Facilities for final approval; Facilities will:
  - Screen all approved visitors for COVID-19 symptoms.
  - Educate all approved visitors on safety protocols and requirements to comply.
- Host Department will ensure visitors adhere to the protocols.
Evacuation Procedures – Staff Responsibilities

- Report to the designated section of the parking lot to check in with the safety coordinator.

In the event of an evacuation:
- Wait in or next to your car for further instructions via the RAVE notification system.
- If you do not have a car, wait in a spot properly distanced from others.
- Wear face covering.
- Maintain distancing at all times.
General disinfection measures should be followed regularly. These measures are intended to reduce the risk of spreading any infection.

- Staff should disinfect their work areas including desk, chairs, glass/plexiglass barriers, computer screens, keyboard, mice, and telephone regularly.
Cleaning/Disinfecting Protocol – Routine Daily Cleaning

- Cleaning staff will routinely clean and disinfect all high touch point surfaces with approved EAP products. These areas will include restrooms, elevators, light switches, handrails, doorknobs/handles, countertops, desk, tables and chairs in all common areas, appliance surfaces, kitchenettes.
- Vacuuming of entryways and high traffic areas will happen daily.
Cleaning/Disinfecting Protocol – Enhanced Cleaning

- Enhanced Cleaning after a person confirmed to have COVID-19 has been in the building.

- The building will be closed to all staff.

- After the building is closed a contracted cleaning service will do enhanced cleaning following all CDC cleaning/disinfecting guidelines.

- Once the building had been appropriately cleaned/disinfected, it will be reopened for staff to return.

- Malta will be retained as a clean site in the event the building is closed.
Failure to adhere to the safety protocols in this handbook could result in corrective and/or disciplinary measures up to and including termination. Any disciplinary action against bargaining unit members will be in accordance with the provisions of Article 34 of the Collective Bargaining Agreement between NYSTRS and CSEA, Local 658.
The ongoing health and safety of ourselves, our families and NYSTRS family requires everyone’s ongoing commitment to safe practices. We expect you to:

- Stay home if you are ill.
- Complete health assessment.
- Have your temperature scanned upon entry.
- Practice social distancing at all times.
- Wash hands with soap and water and sanitize frequently.
- Wear face covering.
- Maintain a clean work area.
- Cough and Sneeze into tissues or your elbow.
- Be mindful of your health and the health of your co-workers.

Contact Administration with any questions or concerns at:

Email: administration@nystrs.org

Phone: 518-447-2609
Hand Sanitizer and Disinfectant Spray/Wipes placed throughout the building.
Paper towels/tissues placed near common touch points.
Touchless soap dispensers, paper towel dispensers and faucets in all restrooms.
  ➢ Note: installation will coincide with delivery due to supply chain issues.
Social distancing markers denoting 6 feet of spacing placed throughout the building.
Signage regarding safe practices placed throughout the building.
Ventilation System will maximize fresh air intake.
HVAC Systems outfitted with UV air sterilization.
Full Rest Room disinfection using “fogging” technology.
Installation of barriers between workstations.
  ➢ Note: Do not adhere anything to the glass/plexiglass barriers.
Traffic flow mapping and marking throughout building. Look for and follow line control devices and signage.
Thorough review of all workstations to ensure compliance with social distancing.
Re-organization of seating in all common areas, including lobby, cafeteria, conference and meeting rooms, to ensure social distancing.
Development and implementation of “Pre-Screening” protocols, procedures and equipment for entry to the building to minimize potential exposure of NYSTRS employees.