

Colleagues -

We have been working with others in City government, including the Health Department and the Office of Emergency Management, to be sure we—and you—have up-to-date information regarding COVID-19. As things evolve, we will continue to update you, and as you have heard, the City is suggesting that businesses consider staggering work hours, employees consider taking alternate means of transportation to avoid mass transit crowding, and as emphasized, exercise diligence. The DOHMH suggests:

- If you are feeling sick—stay home and monitor your symptoms
- If you can stagger your commute or walk or bike to work, do. If the train is crowded, wait for the next one
- Continue to be vigilant and wash hands frequently
- Don't touch your face—nose, mouth, or eyes

The City has not asked for organizations to cancel events. As each organization has concerns specific to your operations and activities, your judgment should prevail. Should you reach a point where you feel you require City guidance, do request it. The City is also developing scenarios and plans so that we are not caught unawares should the situation become more critical. Of course, as things evolve we will be back in touch. **Meanwhile, please monitor the Health Department's [website](#) and [social media channels](#).** We encourage you to continue to pay close attention to the announcements and advice of these public health experts.

The Center for Disease Control issued this fact sheet for businesses and employers: <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.html> that may be helpful.

We also encourage you to sign up for the City's official source for information about emergency alerts, **Notify NYC**: <https://a858-nycnotify.nyc.gov/notifynyc>.

In addition, you can text COVID to 692-692 to get enrolled in Notify NYC to provide important updates about COVID-19 in NYC.

Attached are a [Flyer](#), [FAQ](#), and some [social graphics](#) with the latest guidance related to COVID-19 for you to post as appropriate.

You can continue to help us keep track of outreach efforts using this tracker form: <https://a002-irm.nyc.gov/EventRegistration/RegForm.aspx?eventGuid=a0cbb858-0a35-4847-8f2c-54e8d-cfb1ff7>.

We continue to appreciate your efforts to keep current and manage the day to day during what are uncertain times and as promised, we will continue to keep in touch.

Kathleen Hughes
Acting Commissioner of DCLA