



## Military and Naval Affairs

**ANDREW M. CUOMO**  
Governor  
Commander-in-Chief

**RAYMOND F. SHIELDS, JR.**  
Major General  
The Adjutant General

MNAG-TAG

3 June 2020

MEMORANDUM FOR SEE DISTRIBUTION

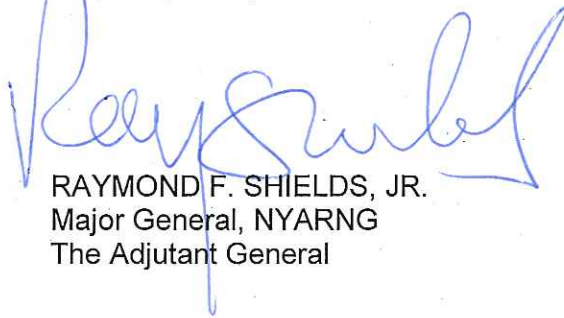
SUBJECT: COVID-19 The Adjutant General (TAG) Interim Operational Guidance and Policy

1. This policy is applicable to all state and federal employees of the Division of Military and Naval Affairs (DMNA), contractors and all members of the New York Army and Air National Guard, New York Naval Militia and New York Guard.
2. Effective immediately, procedures contained herein are implemented in accordance with the "New York State (NYS) Agencies and Authorities Safety Plan Template: Procedures by Operation" submitted by TAG on behalf of DMNA.
3. To the extent practicable, all federal and state employees and military units will incorporate NYS directives and procedures for a phased re-opening of offices, facilities and installations.
4. All DMNA and New York National Guard (NYNG) locations will implement approved procedures for ensuring 100% health screenings (to include temperature checks and health questions) of all employees and visitors to any facility, base or installation. See enclosures 1 and 2.
5. Telework for state and federal employees will continue to the extent practicable in support of Governor Cuomo's NY Forward initiative. Where full-time telework is not conducive to operations, employees may return to work in an approved phased and/or rotational process. This may require examination of operational schedules and modification to office work-spaces. Supervisors need to work with Commanders and appropriate Human Resources Office to develop return to work/telecommute plans. State employees should not return to work locations without approval of State Human Resources.
6. All facilities, bases and installations are required to implement health and safety measures to meet state and federal directives for Personal Protective Equipment (PPE), sanitization and cleaning, social distancing and building density limitations. See enclosures 3 and 4.
7. Supervisors are responsible to ensure employees are properly spaced out in the work-stations and wear proper PPE/face masks when required.
8. Workplace activities need to be limited in size of gatherings to include capacity restrictions (50%) and awareness in confined areas such as offices, elevators, meeting rooms, break rooms, restrooms, stairwells and hallways.

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9. All employees, contractors and military members are to be provided proper PPE/face masks to conduct daily business. This will include distribution of face coverings and hand sanitizer in accordance with procurement procedures and where needed gloves or other clothing requirements, if operational needs dictate following NYS Department of Health and Center for Disease Control guidelines.
10. All offices will be provided approved cleaning supplies and employees will be required to conduct daily cleaning and sanitization of workspaces and office common areas.
11. Everyone will maintain proper hygiene through regular hand washing with soap and water and use of approved hand sanitizing products.
12. All visitors to any facility must have an appointment, other than commercial carriers or approved delivery vendors, and will be required to follow location guidelines including health screenings and wearing face coverings. All facilities will maintain a log of visitors to include name and contact information of vendor. Appropriate face coverings will be provided by facility/installation, if needed.
13. Policy and procedures will be updated as needed. See enclosed documents for specific guidance on health screening procedures, PPE/face masks, and other guidelines.
14. Point of contacts for questions regarding this policy are listed in the enclosures. Additional questions can be sent to Patrick J. Center, Chief of Staff, State, via email at [patrick.j.center.nfg@mail.mil](mailto:patrick.j.center.nfg@mail.mil).



RAYMOND F. SHIELDS, JR.  
Major General, NYARNG  
The Adjutant General

- 4 Encls
1. Health Screening Procedures  
MNHS/HF
  2. Health Screening Procedures  
MNAG-OJSG
  3. DMNA/NYNG COVID-19 Safety Plan  
Employee Responsibility Sheet
  4. DMNA/NYNG COVID-19 Safety Plan  
Visitor Responsibility Sheet

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