



Corrections and Community Supervision

ANDREW M. CUOMO
Governor

ANTHONY J. ANNUCCI
Acting Commissioner

MEMORANDUM

TO: All Superintendents
All Regional Directors
All Bureau Chiefs

FROM: Kelly Ahearn, Director of Personnel

SUBJECT: Extension - DOCCS COVID-19 Non-Essential Employee Guidance

DATE: March 29, 2020

In response to the continued public health emergency for the COVID-19 virus, all non-essential State employees do not have to report to work March 31, 2020, through April 17, 2020, beginning of business. Such non-essential employees do not need to charge this absence to leave accruals.

As a reminder, all DOCCS peace officers, all inmate record coordinators, all medical staff, food service staff, plant operations staff, staff assigned to commissary operations, and all staff involved in Board of Parole activities and the parole revocation process, have been deemed essential staff. Additionally, any staff involved in the COVID-19 emergency response remain essential.

As previously advised, DOCCS may change an employee's designation as either essential or non-essential at any time, as the operational needs of the response shift, the specific functions and locations may be modified accordingly at any time.

All non-essential staff are still required to contact their work location, no later than one hour prior to their regular start time, to ensure any change in status can be communicated.