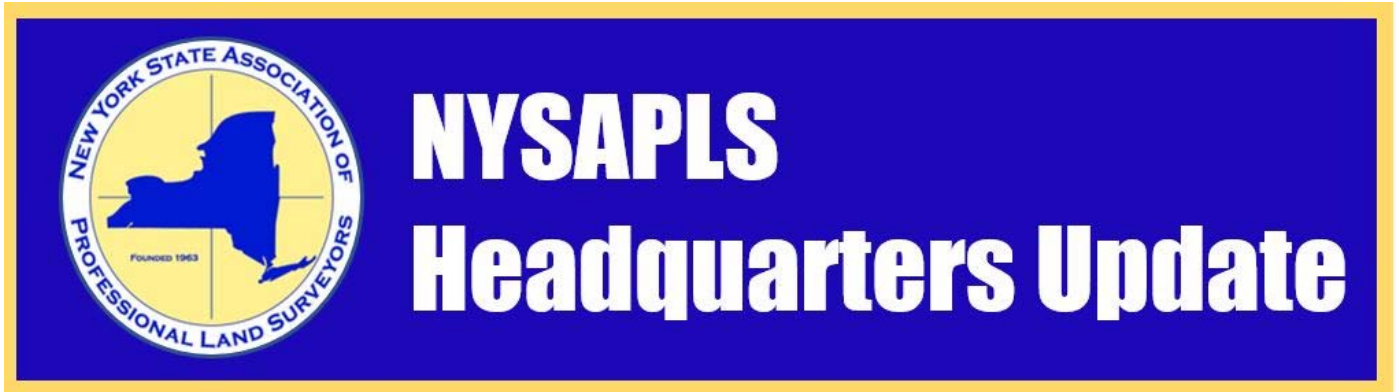


Justin Roloson

From: amber@nysapls.org
Sent: Monday, March 30, 2020 3:31 PM
To: Justin Roloson
Subject: Best Practices for Field Procedures and Working at Home



Greetings NYSAPLS Members,

We have been inundated with requests for specific determination of surveying as essential or specific jobs as being essential. Since we have not been given clear and concise direction by the state, the executive board has decided to provide the following informational outline as a result of our numerous meetings over the last few weeks and hope to provide some insight or provide a level of comfort for how to proceed in these trying times. ***Keep in mind they are only SUGGESTIONS.***

Suggested Field Procedures

1. Employees should report to a job site in a separate vehicle. Employees should utilize their personal vehicle at this time.
2. Employees should maintain a safe distancing separation of a minimum of six feet at all times.
3. Only one member of a field crew should report to the office.
4. All personal field equipment should remain with each employee, no personal equipment should be left in company owned vehicles or in the office.

As directed by the governor's office in response to the COVID-19 outbreak, companies should be implementing a telework policy for all employees whose job duties are conducive to working from home to the maximum extent possible.

Suggested Work At Home Procedures

1. Employees should designate a safe and secure remote workplace to perform their duties while working remotely from home.

2. Information security for employees working at the office, telecommuting employees would be expected to ensure the protection of proprietary company and customer information accessible from their home office.
3. Employees should confirm they have adequate internet access to perform work.
4. Employees should use reasonable measures to maintain the confidentiality of all work-related information and follow the company's and client's confidentiality policies
5. Employees designated as support staff for essential services should be permitted in the office to perform limited duties that are not conducive to telework.
6. A single person may attend a closed business temporarily to perform a specific task as long as they will not be in contact with other people; this includes picking up the mail, payment of bills, etc.

If anyone has additional ideas, please forward them to Amber. We will update the membership with these suggestions and as information or governmental policy changes.

Please keep in mind a common sense approach at this time is the best course of action. Providing field staff with data via flash drive, Bluetooth, text and email and having different crews report to the office at different times will help adhere to social distancing and keep everyone as safe as possible.

Additional Important COVID-19 Related Updates from the NYS Education Department's Office of Professions Website:

<http://www.op.nysed.gov/COVID-19.html>

Continuing Education

Some regulations restrict licensees to a certain percentage of self-study for continuing education requirements. In response to the evolving situation with the Novel Coronavirus (COVID-19), and for those licensees whose registrations are due to renew March 1-June 1, 2020, the Department will grant an adjustment to all licensees to complete up to 100% of the continuing education as self-study, so long as it is taken from a Department-approved provider and is in an acceptable subject area for the specific profession. SED is working closely with other New York State agencies and the Governor's Office to tackle issues relating to COVID-19. Please continue to monitor the Department's website for updated guidance.

Examinations

COVID-19 is impacting the administration of examinations necessary to meet the qualifications for professional licensure in NYS. Please refer to the examination provider's website for the latest information about your examination. There is a link to the examination provider and/or administrator on the Requirements page for your profession.

Exam cancellations & postponements:

- The New York State Geology examination scheduled for 3/20 has been cancelled.
- The New York State Land Surveying examination scheduled for 4/17 has been postponed. OP's website will be updated once this examination is rescheduled.
- The New York State Ophthalmic Dispensing Only examination scheduled for 4/27- 4/28 has been cancelled.

As we receive additional information, we will be in touch. Stay safe!

Sincerely,

Daniel Marvin, President &
Amber Carpenter, Managing Director



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