



Dear LaGuardia staff,

Last Thursday, CUNY Chancellor Matos Rodríguez issued a [memo](#) outlining the in-person work requirements for staff. Here are some key takeaways and reminders:

- Staff are required to work at least 70% of the time in-person. This equates to seven in-person days and three remote days every two weeks.
- Persons requesting *less than* 70% in-person work should apply for an accommodation through Human Resources.
- Updated [Remote Work Agreements](#) must be completed and signed, for effective dates September 1- December 31, 2022.
  - Current Remote Work Agreements expire August 31, 2022. You must submit a new Remote Work Agreement if you would like to continue to work remotely (up to 30%) from September 1- December 31, 2022.
  - Supervisors may allow remote work if it does not negatively impact college services/operations.
  - Staff should submit a Remote Work Agreement to their supervisor for approval.
  - Supervisors should submit the entire department's in-person/remote work schedules to their VP for review and approval.
  - Supervisors must submit the signed staff Remote Work Agreements to Human Resources at [LAGCCHR@lagcc.cuny.edu](mailto:LAGCCHR@lagcc.cuny.edu) by August 29, 2022.

Additional details are found on [CUNY's website](#).

Please also be reminded of the following:

#### Reporting Positive Cases

All individuals who have tested positive for COVID-19 or have any symptoms of Coronavirus should stay home, self-isolate, and immediately notify the College Coronavirus Designees using the applicable email below. Please include your full name and contact number. In addition, employees should notify their supervisor(s).

- Employees: [EmployeeReportCOVID@lagcc.cuny.edu](mailto:EmployeeReportCOVID@lagcc.cuny.edu)
- Students: [StudentReportCOVID@lagcc.cuny.edu](mailto:StudentReportCOVID@lagcc.cuny.edu)

#### CUNY Random Testing Program

To help contain the spread of COVID-19 in our community, the testing program includes periodic screening of a random sampling. If you are selected for random testing, once you submit your test, no further action is required. Your test result will typically be available within 48 hours and will be automatically sent to you via email/text. CUNY also offers free PCR testing at CUNY sites for any CUNY student or employee who needs to be tested for any reason. CUNY testing sites are staffed with

professionals who facilitate check-in and provide instructions. All random testing must be done at a CUNY Testing site. Results from any other facility are not accepted and cannot be uploaded. Location and site hours: [CUNY COVID-19 Testing Site Locations](#)