

_____, 2022

By Email and First-Class Mail

[Name], Commissioner
[Agency]
[Address]

Re: Emergency Health and Safety Labor/Management Meeting

Dear Commissioner _____:

Due to the ongoing COVID crisis, we are requesting an immediate labor/management meeting to focus on health and safety issues in our workplace. With the stated priority of keeping New York open to the greatest extent feasible, it is now as important as ever to assure all appropriate measures are being taken to keep our workplace and those we serve safe. We invite you and other policy makers and management health and safety experts to attend this meeting so that we can engage in meaningful discussion and problem solving to assure all reasonable health and safety measures are being deployed.

Our proposed agenda items are:

Pandemic planning
Respiratory Protection
Workplace Density
Workplace Contact Tracing and Notification
Workplace Screening
Ventilation and Cleaning

We propose _____, _____, and _____ as meeting dates. We would appreciate your letting us know your availability or alternate meeting dates by _____.

Sincerely,

[PEF Agency LM Chair]

[PEF Agency H&S Chair]

cc: _____, Deputy Commissioner for Administration
_____, Director, Human Resources
_____, Director, Labor Relations
_____, Management Agency Health & Safety Chair
_____, Management Agency LM Chair
PEF Agency H&S and PEF Agency LM Committee Team Members
[others]