



**Office of
General Services**

Tenant Information Bulletin

State Capitol and Legislative Office Building -- Access Limited to Building Employees, Credentialed Journalists, and Authorized Guests on Official Business

March 16th, 2020

To: All Tenants – Empire State Plaza

From: RoAnn M. Destito, Commissioner of General Services

Due to the evolving concerns regarding the novel coronavirus (COVID-19 virus), the Office of General Services has implemented new visitor restrictions to ensure the health and well-being of our employees and the public. Effective immediately, and as a necessary precaution, the New York State Capitol and the Legislative Office Building (LOB) will have restricted access until further notice in response to the evolving COVID-19 situation. Building access will be limited to: State employees who have official duties within those buildings; credentialed journalists; and essential authorized guests attending to official business with the Executive, the Attorney General, the State Legislature, or the Division of the Budget. All tenants of the Capitol and LOB are strongly encouraged to avoid in-person meetings by utilizing technology such as teleconferencing, video conferencing, and web-based meetings.

Authorized State employees will continue to access both buildings via all normal entrances, turnstiles, and portals. The New York State Police will continue to staff all security screening access points including the Empire State Plaza Concourse, LOB State Street, Capitol State Street, and Capitol Washington Avenue. We will be allowing entry only to guests who have been authorized by the Executive Chamber, the Division of the Budget, the Attorney General's Office, the NYS Assembly, or the NYS Senate. Members of the general public who have scheduled business with these entities should be instructed to call ahead to confirm their appointment.

Guest Authorization Procedure/Protocol:

The administrative services units/bureaus of the Executive Chamber, the Division of the Budget, the Attorney General's Office, the NYS Assembly, and the NYS Senate must contact the Centralized Guest Access Control Desk (i.e., the control desk) at (518) 474-1287 to schedule guests. Authorized guest information must be communicated to the control desk to include name, date, time, and location.

Upon arrival at a security screening access point, authorized guests must provide valid identification to the State Police personnel who will verify authorized guest access with the control desk.

In addition, please be reminded that simple steps can help stop the spread of the COVID-19 virus, including:

- Washing of your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer containing at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Avoid close contact with people who are sick.
- Stay home when you are sick.

For more on New York State's response to novel coronavirus (COVID-19) please visit <https://www.health.ny.gov/diseases/communicable/coronavirus/>