



OFFICE OF COLLECTIVE BARGAINING

OFFICE ADDRESS

100 Gold Street
Suite 4800
New York, New York 10038

MAILING ADDRESS

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PO Box 1018
New York, New York
10038-9991

March 13, 2020

Dear Parties,

Please be advised that as of Monday, March 16, 2020, the Office of Collective Bargaining will be implementing its Continuity of Operations Plan. OCB staff will be working remotely as part of the NYC Emergency response to contain the spread of the COVID-19 virus. We have experienced several unforeseen business disruptions in the past and have taken steps to ensure that we can continue to provide our services in emergency situations. As a result, we do not expect that the current operational change will result in any significant disruptions to OCB's operations. We will continue to receive and respond to all correspondence, filings and calls whether by phone, e-filing, email, or regular mail. We are also prepared to hold and schedule hearings in all matters.

The building and our office at 100 Gold Street will remain open and you may proceed with all scheduled hearings, should you wish to do so. We are making arrangements for hearings to be conducted remotely as well. If you have questions about whether a hearing will proceed, contact the Trial Examiner or Arbitrator to confirm that everyone is prepared to go forward. Consistent with current CDC and NYC DOHMH guidance, if you or any of your client's representatives or witnesses are ill, you are encouraged to stay home and not attend the proceeding.

If you have obtained consent of your adversary to cancel or re-schedule a hearing, continue to advise Zolanny Valerio, 212-306-7160, zvalerio@ocb.nyb.gov and arbitrator or the Trial Examiner. Please be aware that for arbitrations held at our office, there may not be staff present to assist you or access to copy machines. However, you will be able to reach OCB staff by phone or email.

212.306.7160
www.ocb-nyc.org

IMPARTIAL MEMBERS

Susan J. Panepento, Chair
Alan R. Viani

LABOR MEMBERS

Charles G. Moerdler
Gwynne A. Wilcox

CITY MEMBERS

M. David Zurndorfer
Pamela S. Silverblatt

DEPUTY CHAIRS

Monu Singh
Steven Star



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Should you have any questions, feel free to contact us. With your cooperation, we hope that this prompt and wide-ranging response will limit the spread of the virus and its potential damage

Sincerely,

Susan Panepento

Chair

New York City Office of Collective Bargaining