



New York City Campaign Finance Board
100 Church Street, 12th Floor, New York, NY 10007
212.409.1800 | www.nycffb.info

Intra-Agency Memorandum

TO: Amy Loprest
FROM: Kitty Chan
DATE: January 21, 2021
SUBJECT: LL30 Considerations in the Agency COVID-19 Plan

NYC Office of Emergency Management (NYCOEM) recommended that agencies review LL30 and ensure language accessibility in our COVID-19 Action Plan.

After discussion with the Legal Department, we determined that we will post any signage in the lobby or the main window that is intended to inform visitors or the public about our return to work policies or requirements (e.g. mask/distancing/occupancy limit requirements) in the 10 required LL30 languages. This signage is provided by Department of Health and Mental Hygiene (DOHMH).