Memorandum

Metropolitan Transportation Authority
State of New York

Date March 13, 2020

To MTA Contractor and Consultant Companies

From Patrick Warren, MTA Chief Safety Officer

Re COVID-19 (Coronavirus) Protocols

You are receiving this communication because you are a consultant or contractor of the Metropolitan Transportation Authority or one of its subsidiary or affiliate agencies (collectively, the “MTA”), and your employees either work out of, or visit, MTA properties, field offices or project sites (collectively, the “MTA Sites”). The purpose of this communication is to advise you of the MTA’s protocols for handling COVID-19 (commonly known as “coronavirus”) exposure and potential exposure, and to request that you provide us with the COVID-19 protocols that your organization has implemented.

As COVID-19 rises to the level of a pandemic, the MTA is continuing to actively monitor the latest information about the spread of the disease, and to work in cooperation with the Centers for Disease Control and Prevention (“CDC”) and state and local officials to prevent the spread of the disease at MTA Sites. While the risk to employees and persons working on our premises remains low, and we are not currently aware of any MTA employees who have tested positive for the virus, we have proactively implemented protocols for situations where an MTA employee may have been exposed to COVID-19. Those protocols are as follows:

1. COVID-19 Exposure Protocol for MTA Employees:
   - Travelers from Level 2 and Level 3 Countries: Any employee returning from CDC Level 2 and 3 countries (including layovers) must contact MTA’s Human Resources Department (“MTA HR”) before returning to work. The employee must remain out of work for fourteen (14) calendar days (running from the date of return to the United States), even if they are not directed to quarantine by officials. With supervisor approval and if their regular duties allow, the employee will be allowed to telecommute. If telecommuting is not an option, the employee must still remain out of work.

(Information as to which countries are designated as Levels 2 and 3 can be found on the CDC website; the link can be found here: https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html.)
• **Employees Directed to Quarantine by Federal, State and Local Authorities.** Any employee who is directed to quarantine by federal, state or local authorities must remain out of work for the duration of the quarantine period. With supervisor approval, and if their regular work duties so allow, the employee will be permitted to telecommute. The employee is responsible for providing MTA HR with proof of any direction to quarantine and must obtain clearance from MTA HR before returning to work.

• **Other At-Risk Employees.** Employees who do not fit into the first two categories, but feel they are otherwise at-risk for contracting COVID-19 must provide a written statement to MTA HR setting forth the reason for their at-risk status. At-risk employees need not be exhibiting symptoms of the virus and include, but are not limited to, those who share a residence with, or have other close contact with, a person who has been (i) diagnosed with COVID-19, or (ii) exposed to COVID-19 and directed to quarantine by federal state or local authorities. An employee shall not be deemed at-risk unless designated as such by concurrence of MTA’s Occupational Health Services Department (“MTA OHS”), Safety Department (“MTA Safety”) and MTA HR. Any employee who is designated as at-risk by the MTA shall remain out of work for fourteen (14) calendar days (i.e., the duration of the quarantine period), which period may be extended based upon the date of any positive diagnosis. Agency telecommuting rules shall apply.

• **Employees who are Diagnosed with COVID-19.** Any employee who has been diagnosed with COVID-19 must remain out of work for fourteen (14) calendar days from the date of the positive diagnosis. The employee cannot return to work unless they have been cleared by both their personal physician and by MTA OHS, and MTA HR is notified of this clearance.

2. **Triage Procedure For Suspected COVID-19 Cases:**

• **Step 1 - Employee Informs Supervisor/Manager/Crew Assignment Center that they Have Symptoms Consistent with COVID-19 (Fever, Cough and Shortness of Breath) or are Otherwise Concerned that they may have COVID-19.** If an employee working on an MTA Site informs a supervisor/manager/crew assignment center (the “MTA Contact”) that they have flu-like symptoms, or have concerns that they may have been exposed to COVID-19, the MTA Contact will direct the employee to leave work immediately. The MTA Contact will then immediately call the designated MTA HR representative and provide the relevant employee information, and MTA HR will reach out to the employee to discuss the matter.
If an MTA Contact becomes aware of a consultant, contractor or other vendor who may have contracted or become exposed to COVID-19 and works on an MTA Site or with MTA employees, the MTA Contact must immediately communicate that information to MTA HR. MTA HR will work with MTA Safety, MTA OHS and MTA Legal Department to address the situation and will be in communication with the designated contact at the consultant/contractor company.

- **Step 2 – MTA HR Contacts the Employee and Coordinates with MTA OHS.** MTA HR will work with the employee to complete a confidential questionnaire that requests information needed to properly investigate the situation and to protect other employees and persons who may have come into contact with the individual. A copy of the current version of that questionnaire is attached to this memo. MTA HR will also direct the employee to reach out to their health care provider for medical guidance and to advise MTA HR if their condition changes. The employee must remain out of work until a medical doctor advises that it is safe for them to return to work and MTA OHS approves the medical doctor’s finding.

- **Step 3 – MTA OHS is Informed of a Potential COVID-19 Infection in an MTA Employee.** MTA OHS will promptly review all completed employee questionnaires using the current federal, state and local guidance. Based upon the information contained in the questionnaire, MTA OHS may contact the employee’s health care provider to discuss any actions that should be taken and whether the employee should undergo COVID-19 testing. MTA OHS will also contact, and coordinate related efforts, with the relevant health authorities. In the event that MTA OHS is advised that an employee has tested positive for COVID-19, the MTA will take all measures necessary to contain the spread of the virus, including cleaning/disinfecting impacted areas.

The safety of the MTA’s employees, consultants, contractors and their families remain our highest concern. As such, to reduce the potential for exposure in the workplace and any potential spread of the COVID-19 virus, we ask that you please provide us with a copy of the COVID-19 exposure protocols and triage procedures that your company has implemented to ensure proper management of the virus. This information should be sent by e-mail to CDPeopleManagement@mtacc.info, and should include the following language in the subject line: “COVID-19 Protocol and Procedure For Work With [list name of MTA agency or agencies].” Due to the rapid global spread of the virus, we ask that you provide us with this information as soon as possible, but no later than 5:00 PM on Sunday, March 15. We expect that the protocols and procedures that we receive will meet or exceed the MTA standards set forth above.
We also ask that if any of your employees have recently traveled to a Level 2 or Level 3 country, have been exposed to COVID-19, are quarantined, or have tested positive for COVID-19, that you immediately call (877) 377-7059, select extension 1, and provide the telephone representative with as much information as possible about the situation so that we can limit potential exposure. This will remain the contact number for any future reporting relating to COVID-19.

As our partner, the MTA relies upon your organization to closely monitor and address this dynamic and quickly evolving situation. We thank you in advance for your cooperation.

Please contact Margie Talalaj at (347) 416-1811 or mtalalj@mtahq.org with any questions about the contents of this memo.
MTA Confidential Employee Questionnaire

Hi Alison, when you submit this form, the owner will be able to see your name and email address.

* Required

1. Date *

   Please input date in format of M/d/yyyy

2. Time: *

   Enter your answer

3. Full Name: *

   Enter your answer

4. BSC ID#: *

   Enter your answer
5. Work Location 1: *

Enter your answer

6. If you work at multiple work locations (see Q5), list them here:

Enter your answer

7. Supervisor's Name: *

Enter your answer

8. Supervisor's Work Location: *

Enter your answer

9. Are you currently experiencing any of the following symptoms? *

Fever. (If selected, proceed to Q11.)

Shortness of Breath. (If selected, proceed to Q11.)

None of the above. (If selected, please answer Q10.)

10. On Q9, if you selected "None of the Above", why do you think you may have been exposed to Covid-19?
11. Have you traveled since December? *
   - Yes
   - No. (If selected, proceed to Q13.)

12. If you traveled internationally, indicate where:
   Enter your answer

13. If you traveled domestically, indicate where:
   Enter your answer

14. On what date(s) did you return from your trip(s)?
   Enter your answer

15. Were you screened for Covid-19 upon your return from the trip(s)?
   - Yes
16. If your answer to Q15 is 'Yes', where were you screened? By who? What was the outcome?

Enter your answer

17. Were you quarantined, or given instruction to self-quarantine, upon your return?

- Yes
- No. (If selected, proceed to Q19.)

18. If your answer to Q17 is 'Yes', where were you quarantined, or told to self-quarantine? By who? What was the outcome?

Enter your answer

19. Have you been to work since your return?

- Yes
- No. (If selected, proceed to Q24.)

20. If you have been to work, on what date(s) and where?
MTA Confidential Employee Questionnaire

Enter your answer

21. What are the names of the MTA co-workers and any outside vendors or contractors that you have had regular, in-person contact with since you've been back to work?

Enter your answer

22. How did you commute to work during this time? (List subway, bus, train lines, if applicable.)

Enter your answer

23. Other than your office or personal work space, where else do you spend time (break rooms, conference rooms, meeting locations, lactation rooms, etc.) during a typical work day? *

Enter your answer

24. Have you contacted your healthcare provider? *

☐ Yes

☐ No. (If selected, proceed to Q26.)
25. If the answer to Q24 is "Yes", what was the outcome?

Enter your answer

26. Is there anything else you want to share about your potential exposure to COVID-19?

Enter your answer

Submit