

**From: MTA HQ Safety**  
**To: Agency Safety Leads and Agency Presidents**  
**Date: 10/01/20**

**2020-2021 MTA Flu Shot Campaign and Program Plan**

**Justification/Purpose**

This year's flu shot may be the most important ever for our employees. The CDC, along with much of the medical community, predicts there may be an overlap in seasonal flu and COVID-19 cases, creating what is being called a "Twindemic."

To help protect our employees' safety and health, the MTA will launch our annual Flu Shot Program on October 5. We want all our employees to know that getting a flu shot at the MTA has never been easier. It is free, convenient, and readily available.

**MTA Strategies/Objectives/Goals**

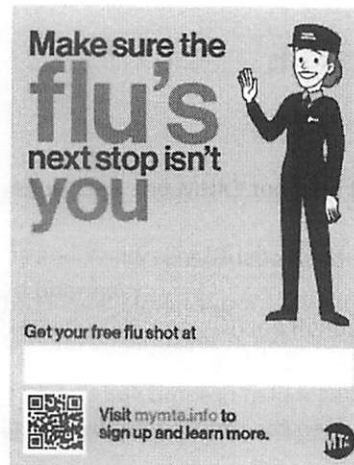
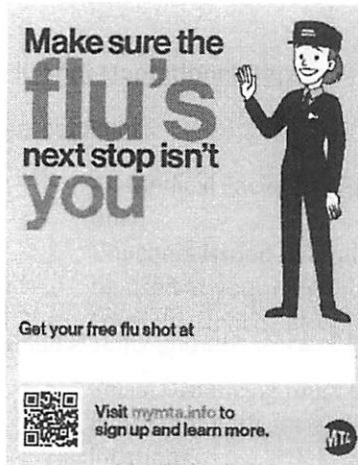
In previous years, flu shots were only administered at our medical facilities and at select MTA locations, with roughly 5% participation. This year, to maximize employee participation, the MTA is expanding the Flu Shot Program by offering flu shots at more MTA agency locations (Yards, Depots, Medical Clinics, etc.) and giving our employees extra options such as Walgreens/Duane Reade pharmacies. MTA partnered pharmacy locations will be part of a voucher system. Employees print a voucher form (available 10/5) and bring it to their local Walgreens/Duane Reade to get a flu shot.

We have also put together a vigorous promotional campaign to help increase employee awareness and participation, which will feature flyers and posters with active QR codes (see below) at work locations and mass promotional digital messaging. These flyers should be posted at clearly visible common areas and breakroom for everyone to see. Below are several examples:



QR code





Digital messaging will include an email message sent to all employees from MTA's Chief Safety Officer, videos featuring MTA leadership, and messages communicated via MTA Today, Everbridge, and internal email reminders. We are also asking our agency Presidents to show their support by getting flu shots first to highlight their participation to promote our 2020-2021 Flu Shot Campaign. There will also be a communication message from the Chief Employee Relations and Administrative Officer, Labor Relations, to our Union partners on the Flu Shot Campaign.

### Flu Shot Operational Details

#### Access Point:

- All Medical Facilities (7 MAC sites, LIRR and MNR) and field locations are dedicated to MTA employees only.
- Vouchers issued by Walgreens and Walgreens/Duane Reade will be made available in a PDF format to be used at your neighborhood pharmacy.
- Local Pharmacist at Walgreens and Walgreens/Duane Reade and any other local pharmacy.
- Any employee can choose to get a flu shot from their personal healthcare provider.
- Social Distancing must be practiced at all times in field locations. Crowding and lines that are not consistent with social distancing requirements are not permitted, whether inside or outside of flu shot locations.

#### Appointment and Record:

- Employees should schedule appointments within their respective agencies when possible. Look for agency locations and times on the schedule and call that contact number to make the appointment.
- The QR code gives employees access to the most current flu shot schedule and information. Once scanned, you're asked to sign in and then brought to the flu shot page.
- Walk-ins will be accommodated, and subject to social distancing requirements.
- Flu shot will be recorded and tracked in The OHS Employee Health Record System -Corty.
- For work locations not designated as flu shot locations, managers with 25 or more employees who want to get a flu shot can directly contact OHS to arrange for OHS or Walgreens to come to their work location to offer flu shots. Contact OHS directly @ 347-643-8503 for details.

Site Requirements for MTA flu shot locations:

- Conference room with at least 1 table and 4 chairs and that comply with social distancing requirements. The area of the room must be adequate to allow for proper social distancing (6 ft. or more).

Staffing and Flu shot administering rate:

- OHS will have 2-4 RNs and 1-2 admin personnel at each site that is administering 15 or more flu shots per hour. This applies to MAC and field locations.
- Walgreens/Duane Reade can administer 12-15 flu shots per hour.

Flu Shot Administration Procedures:

- Employee schedules an appointment via the site contact featured on the schedule.
- Employee reports to flu shot site at scheduled time
- Employee is provided with a copy of the most current Federal Vaccine Information Sheet for review.
- Employee completes registration/signs consent forms
- If for any reason the vaccine was not given, these reason(s) will be recorded (for example: medical contraindication, employee refusal, etc.)
- All adverse reactions to the flu shot will be reported to the Federal Vaccine Adverse Event Reporting System (VAERS) at [www.vaers.hhs.gov](http://www.vaers.hhs.gov).

**2020-2021 Flu Shot Program Schedule (Updated by OHS: 9/29)**

Agency Safety Leads (may designate others)

- NYCT – Carl Hamann / 646-252-5797
- LIRR – Lori Ebbighausen / 718-558-3101
- C&D – Peter Kohner / 646-252-3704
- B&T – Eric Osnes / 212-360-3129
- MNR – Justin Vonashek / 212-340-2144

*This list will be updated weekly to include additional work locations. Please call the numbers listed to register for a time slot in advance. If you have any further questions regarding this program, please call 347-643-8503.*

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Monday, October 12, 2020 9:00 AM - 3:00 PM	Manhattanville Depot 601 W 133rd St New York, NY	OHS Nurse: 347-643-8254 Kimberly.clarke@nyct.com Cherryl Walcott 347-643-8175
Tuesday, October 13, 2020 9:00 AM - 3:00 PM	Michael J. Quill Depot 525 11th Avenue, New York, NY  Tuskegee Depot 1552 Lexington Ave, New York, NY	OHS Nurse: 347-643-8254 Kimberly.clarke@nyct.com Cherryl Walcott 347-643-8175
Wednesday, October 14, 2020 9:00 AM - 3:00 PM	Mother Clara Hale Depot 721 Malcolm X Blvd, New York, NY	OHS Nurse: 347-643-8254 Kimberly.clarke@nyct.com Cherryl Walcott 347-643-8175
Thursday, October 15, 2020 9:00 AM - 3:00 PM	Grand Avenue Depot 48-05 Grand Avenue, Brooklyn, NY	OHS Nurse: 347-643-8254 Kimberly.clarke@nyct.com Cherryl Walcott 347-643-8175
Thursday, October 15, 2020 9:00 AM - 3:00 PM	Grand Avenue Chief Maintenance Facility 48-05 Grand Avenue, Brooklyn, NY	OHS Nurse: 347-643-8254 Kimberly.clarke@nyct.com Cherryl Walcott 347-643-8175
Monday, October 19, 2020 9:00 AM - 3:00 PM	TWU 195 Montague Street, Brooklyn, NY	OHS Nurse: 347-643-8254 TWU Contact: 212-873-6000 "0" Cherryl Walcott 347-643-8175
Wednesday, October 21, 2020 9:00 AM - 3:00 PM	Zerega Training Facility 750 Zerega Avenue, Bronx, NY	OHS Nurse: 347-643-8254 Kimberly.clarke@nyct.com Cherryl Walcott 347-643-8175
Thursday, October 22, 2020 9:00 AM - 3:00 PM	Tiffany Warehouse 1170 Oak Point Avenue, Bronx, NY	OHS Nurse: 347-643-8254 Kimberly.clarke@nyct.com Cherryl Walcott 347-643-8175
Monday, October 26, 2020 9:00 AM - 3:00 PM	Casey Stengel Depot 40-15 126th Street, Flushing, NY	OHS Nurse: 347-643-8254 Kimberly.clarke@nyct.com Cherryl Walcott 347-643-8175
Monday, October 26, 2020 9:00 AM - 3:00 PM	Corona Maintenance Facility 123-53 126 <sup>th</sup> Street, Corona, NY	OHS Nurse: 347-643-8254 Kimberly.clarke@nyct.com Cherryl Walcott 347-643-8175
Monday, October 26, 2020 9:00 AM - 3:00 PM	JFK Depot 165-25 147 <sup>th</sup> Avenue, NY	OHS Nurse: 347-643-8254 Kimberly.clarke@nyct.com Cherryl Walcott 347-643-8175
Tuesday, October 27, 2020 9:00 AM - 3:00 PM	Far Rockaway Depot 49-19 Rockaway Beach Blvd, Queens, NY	OHS Nurse: 347-643-8254 Kimberly.clarke@nyct.com Cherryl Walcott 347-643-8175
Wednesday, October 28, 2020 9:00 AM - 3:00 PM	Baisley Park Bus Depot 114-15 Guy R Brewer Blvd, Queens, NY	OHS Nurse: 347-643-8254 Kimberly.clarke@nyct.com Cherryl Walcott 347-643-8175

Thursday, October 29, 2020 9:00 AM - 3:00 PM	Spring Creek Bus Depot 12755 Flatlands Ave, Brooklyn, NY	OHS Nurse: 347-643-8254 Kimberly.clarke@nyct.com Cherryl Walcott 347-643-8175
Friday, October 30, 2020 9:00 AM - 3:00 PM	Queens Village Depot: 2nd Fl. Conf Rm. 97-11 222nd Street, Queens Village, NY	OHS Nurse: 347-643-8254 Kimberly.clarke@nyct.com Cherryl Walcott 347-643-8175
Monday, November 2, 2020 9:00 AM - 3:00 PM	Jackie Gleason Depot 871 5th Avenue, Brooklyn, NY	OHS Nurse: 347-643-8254 Kimberly.clarke@nyct.com Cherryl Walcott 347-643-8175
Tuesday, November 3, 2020 9:00 AM - 3:00 PM	Fresh Pond Bus Depot 66-99 Fresh Pond Rd, Queens, NY	OHS Nurse: 347-643-8254 Kimberly.clarke@nyct.com Cherryl Walcott 347-643-8175
Wednesday, November 4, 2020 9:00 AM - 3:00 PM	East New York Bus Depot 25 Jamaica Ave, Bronx, NY	OHS Nurse: 347-643-8254 Kimberly.clarke@nyct.com Cherryl Walcott 347-643-8175
Thursday, November 5, 2020 9:00 AM - 3:00 PM	Flatbush Bus Depot 4901 Fillmore Ave, Brooklyn, NY	OHS Nurse: 347-643-8254 Kimberly.clarke@nyct.com Cherryl Walcott 347-643-8175
Friday, November 6, 2020 9:00 AM - 3:00 PM	Ulmer Park Bus Depot 2449 Harway Ave, Brooklyn, NY	OHS Nurse: 347-643-8254 Kimberly.clarke@nyct.com Cherryl Walcott 347-643-8175
Monday, November 9, 2020 9:00 AM - 3:00 PM	Castleton Depot 1390 Castleton Avenue, Staten Island, NY	OHS Nurse: 347-643-8254 Kimberly.clarke@nyct.com Cherryl Walcott 347-643-8175
Tuesday, November 10, 2020 9:00 AM - 3:00 PM	Yukon Depot 40 Yukon Avenue, Staten Island, NY	OHS Nurse: 347-643-8254 Kimberly.clarke@nyct.com Cherryl Walcott 347-643-8175
Thursday, November 12, 2020 9:00 AM - 3:00 PM	Charleston Depot 4700 Arthur Kill Road, Staten Island, NY	OHS Nurse: 347-643-8254 Kimberly.clarke@nyct.com Cherryl Walcott 347-643-8175
Thursday, November 12, 2020 9:00 AM - 3:00 PM	Railroad Control Center (RCC) 354 W 54th St, New York, NY	OHS Nurse: 347-643-8254 Kimberly.clarke@nyct.com Cherryl Walcott 347-643-8175
Thursday, November 12, 2020 9:00 AM - 3:00 PM	Power Control Center (PCC) 354 W 54th St, New York, NY	OHS Nurse: 347-643-8254 Kimberly.clarke@nyct.com Cherryl Walcott 347-643-8175
Friday, November 13, 2020 9:00 AM - 3:00 PM	Meredith Depot 336 Meredith Avenue, Staten Island, NY	OHS Nurse: 347-643-8254 Kimberly.clarke@nyct.com Cherryl Walcott 347-643-8175
Tuesday, November 17, 2020 9:00 AM - 3:00 PM	240th Street Maintenance Shop 5911 Broadway, NY, NY	OHS Nurse: 347-643-8254 Kimberly.clarke@nyct.com Cherryl Walcott 347-643-8175

Tuesday, November 17, 2020 9:00 AM - 3:00 PM	PS 248 The Learning Center 2125 West 13th Street, Brooklyn NY	OHS Nurse: 347-643-8254 Kimberly.clarke@nyct.com Cherryl Walcott 347-643-8175
Thursday, November 19, 2020 9:00 AM - 3:00 PM	Jamaica Depot Merrick Blvd, Queens, NY	OHS Nurse: 347-643-8254 Kimberly.clarke@nyct.com Cherryl Walcott 347-643-8175
Friday, November 20, 2020 9:00 AM - 3:00 PM	College Point 128-15 28th Avenue, Flushing, NY	OHS Nurse: 347-643-8254 Kimberly.clarke@nyct.com Cherryl Walcott 347-643-8175
Monday, November 23, 2020 9:00 AM - 3:00 PM	LaGuardia Depot 8501 24th Avenue, Flushing, NY	OHS Nurse: 347-643-8254 Kimberly.clarke@nyct.com Cherryl Walcott 347-643-8175
<p><b>Flu shots will be given at the NYCT field locations TBD at a later date. If you have any further questions regarding this program, please call 347-643-8503.</b></p>		