

From: Today @ NYC Transit <Today@nycet.com>

Sent: Sunday, March 15, 2020 9:37 PM

Subject: Message from MTA New York City Transit Interim President Sarah E. Feinberg

Transit Colleagues,

As we learn more about COVID-19 and adapt to the current crisis, we will continue to take new and additional steps to better protect and keep our employees and customers safe. Thank you in advance for your patience as we announce changes to our normal course of doing business.

This evening we have several items to announce – please note that these actions follow best public health practices at this moment in time, and are not directly in response to any particular incident or series of incidents.

Going forward, I expect that our situation will continue to change rapidly. I will do my best to keep you informed, and be transparent with you about developments.

Once again, our priority remains the health and safety of our employees and customers.

1. A 24-hour hotline is being stood up at HQS to answer specific health related questions from employees related to COVID-19. This hotline will also be available to answer questions by managers who supervise an employee who has been diagnosed with COVID-19, or is suspected of having COVID-19. The hotline number is (646)252-1010, and it will be fully staffed and activated later this week, Wednesday at the latest. In the meantime, various MTA and OHS staff are available 24/7 to answer specific questions. If you need to contact someone to ask a question between now and Wednesday, please follow the current procedures outlined in prior communications to contact the relevant HR representative and your supervisor.

2. Earlier today, I authorized a telecommute procedure for those employees that can effectively perform their duties from home. I instructed employees to speak with their manager regarding the specifics of this program. As of this afternoon, employees were only eligible to work from home if they have the express approval of their direct supervisor.

Since that time, the State of New York has put out new guidance, directing all “non-essential” employees to work from home for at least the next two weeks, effective as soon as possible. The memo from the State is attached to this email, as is a memo from MTA HQ explaining more. Obviously this direction from the State trumps all previous guidance related to telework. If you have any questions about whether this guidance applies to you, please get in touch with your direct manager.

3. Effective immediately, we are suspending all business travel, both domestic and international. Please speak with your manager regarding any concerns you have with this directive.

4. Effective immediately, all employees are encouraged to minimize meetings with external parties. External parties should not visit our office locations unless absolutely necessary. Employees are encouraged to use virtual meeting tools such as teleconference lines, Microsoft Teams or WebEx. Please review the following summary of resources if you have questions on these items (http://tens.nycet.com/mta/Today/MTAHQ_IT/remoteWork.htm).

5. As has been the case for many weeks, we continue to urge everyone to follow basic good hygiene practices such as washing their hands frequently for at least 20 seconds, using hand sanitizing gel, staying home if you are not feeling well, etc.

Finally, as I have watched all of NYCT respond to this situation I continue to be incredibly proud to be a part of this team – your dedication, work ethic and skill displayed during these uncertain times is awe-inspiring. Our work is critical to moving New York City, and the many thousands of health care workers, first responders and other essential personnel keeping this city and state functioning. I am grateful to all of you for your continued public service. Stay safe, stay healthy and please utilize the resources being made available to you.

Thank you,

Sarah E. Feinberg

Interim President, New York City Transit



Andrew M. Cuomo
Governor

**MEMORANDUM
EXECUTIVE CHAMBER
STATE OPERATIONS
Room 207
(Phone) 518-486-9871**

TO: All State Agencies and Public Authorities
FROM: Director of State Operations and Infrastructure, Kelly Cummings
SUBJECT: COVID-19 Non-Essential Employee Guidance
DATE: March 15, 2020

In response to the public health emergency for the COVID-19 virus, this memorandum directs all non-essential employees for specified locations of State agencies and public authorities to not report to work for the next two weeks. This directive applies to all State employees who work within the following counties and boroughs:

- Rockland
- Westchester
- Bronx
- Manhattan
- Staten Island
- Kings
- Queens
- Nassau
- Suffolk

For the purpose of this directive, essential employees are defined as anyone whose job function is essential to the effective operation of their agency or authority, or who must be physically present to perform their job, or who is involved in the COVID-19 emergency response. Non-essential employees are defined as anyone who does not need to be physically present to perform job functions, or they are not required to meet the core function and programs of their agency during this emergency response.

At this time, non-essential employees shall work from home, to the extent practicable. Where non-essential employees can be assigned to perform critical work outside of their normal state workplace, this is permitted. Employees will not be charged their accruals to fulfill this directive. Anyone designated non-essential shall call an agency contact no later than one hour prior to their regular start time, to ensure any change in status can be communicated.

Each agency or authority is responsible for working with their respective Deputy Secretary in the Executive Chamber to designate essential personnel, communicate to all employees their status and any expectations about expected work from home, or whether and where to report to perform essential

functions for COVID-19 response. Agencies that host functions for other agencies shall communicate any operational changes. Nothing in this directive shall prohibit agencies from recruiting volunteers or mandating staff to support the response efforts across the state for COVID-19.

Agencies and authorities may change an employee's designation as either essential or non-essential at any time and, as the operational needs of the response shift, the specific functions or locations may be modified accordingly at any time. Please distribute this memorandum to your employees and the employees of any agency you host.