

Memorandum



Metropolitan Transportation Authority

State of New York

Date March 3, 2020

To MTA Workforce

A handwritten signature in black ink, appearing to read "P. Warren".

From Patrick T. Warren, Chief Safety Officer

Re Coronavirus (COVID-19) Update

We want to share another update on COVID-19 and explain what the MTA is doing to keep our employees and customers safe. As of this update, there is one confirmed case of COVID-19 in New York State. The risk to MTA employees remains low.

The patient, a woman in her late thirties, contracted the virus while traveling abroad in Iran and is currently isolated in her home. The patient has respiratory symptoms but is not in serious condition and has been in a controlled, quarantined environment since arriving in New York.

The best defense against COVID-19, according to the National Centers for Disease Control (CDC), continues to be good hygiene. That includes frequent handwashing (20 seconds or longer), use of alcohol-based sanitizers, covering your mouth when coughing, and getting a flu shot. If you or one of your coworkers feels ill, consult your healthcare provider. The recommended actions to help prevent the spread of respiratory diseases include:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60 percent alcohol. Always wash hands with soap and water if hands are visibly dirty.

Out of an abundance of caution, the MTA is also stepping up the cleaning procedures of our stations and fleet across our operating agencies. New York City Transit, Paratransit, Long Island Rail Road, and Metro-North have added new stockpiles of cleaning materials to assist in additional deep cleanings at stations and inside cars and buses. Rolling stock will experience

daily cleanings, with our full fleet undergoing sanitization every 72 hours. Frequently used surfaces in stations, such as turnstiles and handrails, will be disinfected daily.

The virus continues to be of significant international concern. MTA leadership, together with our Labor partners, remain in close contact with the CDC, as well as State and City officials, regarding the virus and the best measures to protect against it. Other relevant information is as follows:

If you plan to travel, check the [CDC Website](#) for travel warnings and restrictions prior to traveling. Information about traveling into or out of China can also be found on the CDC website. The CDC also recommends that travelers avoid all nonessential travel to South Korea and that older adults and those with chronic medical conditions consider postponing nonessential travel to Japan, Italy, and Iran.

If you have symptoms and have recently traveled to China, Iran, or at-risk areas in Italy and South Korea, or if you have been in close contact with someone who has, you should seek medical care right away. Call ahead and explain your symptoms and travel.

If an MTA employee meets requirements for quarantine they must contact their supervisor and their Human Resources Department for guidance on how to manage their time during the quarantine period.

Note that "coronavirus" is an umbrella term for a host of common viruses. Coronavirus 19, or COVID-19, is the current variety that was first identified in China in late 2019.