Memorandum

Metropolitan Transportation Authority
State of New York

Date March 12, 2020
To MTA Workforce
From Patrick T. Warren, Chief Safety Officer
Paul Fama, Chief People Officer
Re Temporary Suspension of Biometric Finger Scanning

Out of an abundance of caution, and in reliance of Executive Order No. 202 Disaster Emergency in the State of New York, the MTA is in the process of temporarily suspending biometric finger scanning for all employees.

While some Biometric Scanners may be disengaged earlier, we expect to complete the process enterprise-wide over the weekend. We want to ensure that there will be no interruption of payroll. Accordingly, all employees may suspend finger scanning effective the morning of Monday, March 16th.

Once biometric scanning is temporarily suspended, you must still swipe your card or enter your pass number.

Please continue to practice the following:

- Wash your hands for at least 20 seconds
- Use available hand sanitizer at your work location
- Sneeze and/or cough into your elbow not your hands

Thank you for your cooperation at this time.