

POST ON ALL BULLETIN BOARDS

**NEW YORK CITY TRANSIT
DEPARTMENT OF SUBWAYS
OFFICE OF THE SENIOR VICE PRESIDENT**

DATE: March 12, 2020

TO: All Subways Employees

FROM: ^{For} Jacqueline Kuhls, Vice President & Chief Officer, Operations Support

**SUBJECT: SUBWAYS BULLETIN 20-12
REQUEST TO UPDATE ALL EMPLOYEE CONTACT INFORMATION**

The MTA and Department of Subways is working closely with local, state and national partners and medical experts to evaluate our operations and procedures in light of COVID-19 developments. We remain dedicated to providing our employees with accurate and timely information as it develops. As this situation continues to evolve rapidly, we need to ensure that we are able to reach our employees to deliver information and contingency plans.

We are asking ALL employees – represented and non-represented – to make sure their personal contact information is updated and accurate in BSC.

We have an MTA Emergency Notification System that we will utilize in the event of an emergency, changes in service or procedures, contingency plans, or other developments surrounding COVID-19, or other urgent situations.

But we can't reach you if your contact information is out-of-date or incomplete.

To update your information:

- Go to the My MTA Portal (<http://www.mymta.info/>) and click on the "My Personal Information" ribbon on the homepage.
- Blue type indicates information that you can update online, including your name, home address, mailing address, personal email, personal mobile phone, business phone, work mobile phone, and emergency contact.
- Make sure that you enter the most current information, especially work cell number, personal cell number or home phone, and personal email where we can reach you in the event of an emergency

If you have any issues logging on or making updates, contact the Business Service Center at 646-376-0123 or bscservice@mtabsc.org.

Help us keep you safe and well informed by updating your contact information now. Managers, please discuss with your teams and post the attached flyer in crew rooms and offices.

Ensure this bulletin is discussed with hourly employees during toolbox safety talks.

Attachment

March 12, 2020.

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cc:	S. Librera	J. Joyce	K. Moore-Ward
	F. Jezycki	J. Santamaria	T. Utano (TWU)
	M. Brown	C. Hamann	M. Carrube (SSSA)
	D. Crichlow	P. Kohner	V. Modafferi (TSO)
	D. Santoro	S. Plochochi	T. Wilson (SMART)
	B. Greenblatt	A. Saha	V. Mandile (TCU)
			M. Cummings (ATDA)



Is Your Contact Info Up to Date?

It's a Matter of Safety

Update Your Contact Info Now!

We've launched a new **Emergency Notification System** to contact employees quickly in the event of an emergency.

It won't work if we can't reach you.

Make sure that your contact info is current and complete, including personal and work emails and cell phones.

Visit the MyMTA Portal

1. Go to www.mymta.info
2. Click on the "Personal Information" ribbon
3. Update your information

