

Memorandum



Date March 6, 2020

To Agency Presidents
Agency Human Resources Leads
Agency Labor Relations Leads
Occupational Health Services

From Paul Fama, Chief People Officer

A handwritten signature in blue ink, appearing to read 'Paul Fama', written over the printed name.

Re Triage Procedure for Suspected COVID-19 Cases

As the COVID-19 virus spreads, it is likely that we will see an increase in employees reporting relevant symptoms. The below are the general steps that should be taken by supervisors/managers/crew assignment centers, Human Resources and Occupational Health Services (OHS) so potential COVID-19 cases are handled properly and consistently. **As this is a rapidly evolving situation, MTA may need to develop different protocols on short notice or act at the direction of federal, state and local health authorities.**

- 1) Employee informs supervisor/manager/crew assignment center that they have symptoms consistent with COVID-19 (fever, cough and shortness of breath) or are otherwise concerned that they may have COVID-19

Supervisor/Manager/Crew Assignment Center Actions: If an employee working on MTA premises informs a supervisor /manager/crew assignment center that they have flu-like symptoms or has general concerns that they may have come into contact with COVID-19, the supervisor/manager/crew assignment center should direct the employee to leave work and immediately call the applicable Human Resources Department representative listed here. Please provide the HR representative with the employee's name, contact information and employee ID number. Inform the employee that HR will reach out to them directly and make it clear that the information they have shared will be kept strictly confidential, and only shared as necessary under the circumstances.

NYC Transit: Jennifer Franceschini (347) 643-8466

MTA Bus: Marlene Masiello (718) 696-3643

Bridges & Tunnels: Patrick Smith (646) 252-7198

LIRR: Janett Ramos (347) 494-6281

Metro-North: Gary Martens (212) 340-2297

HQ: Michael A. Kalish (212) 878 1036

Construction & Development: Luz Pacheco (646) 252-3524

2) Human Resources is informed about a suspected COVID-19 case

Human Resources Actions: If Human Resources is informed of an employee who may have contracted or been exposed to COVID-19, Human Resources must ask them for the employee's name, contact information and employee ID number.

Next, Human Resources will contact the employee and explain why they are calling. Human Resources must explain that all information will be kept confidential and only shared as necessary under the circumstances. Human Resources will work with the employee to complete a Confidential MTA Employee Questionnaire (Link appears at the end of this directive). Please be as detailed as possible. If the employee has not yet seen their health care provider, Human Resources will advise them to reach out to the health care provider for guidance. The employee should remain out of work until a medical provider states that they may return to work and OHS approves. Human Resources should encourage employees to stay in touch with additional information or if their condition changes.

After the Employee Questionnaire is completed, Human Resources will send the document to the appropriate representative at OHS listed below.

NYC Transit/B&T: 347-643-8299
LIRR: 347-494-6283
C&D/MNR/MTAHQ: 212-499-4720

If supervisors/managers become aware of a consultant/vendor employee working on MTA premises or with MTA employees who may have contracted or been exposed COVID-19, they must contact Human Resources with the name of the consultant/vendor employee. Human Resources will work with Legal, Safety and OHS and communicate, as appropriate, with the consultant/vendor, and take additional steps.

3) Occupational Health Services is informed of a potential COVID-19 case in an MTA employee

OHS Actions: OHS will promptly review all completed Employee Questionnaires received using the current federal, state and local guidance available. OHS will reach out to the appropriate HR representative and/or the employee with any follow up questions.

Based on the responses to the Employee Questionnaire, OHS may contact the employee's health care provider to discuss actions to be taken or whether the employee should undergo COVID-19 testing. OHS should contact the relevant health authorities and coordinate with them.

If OHS is informed that an employee has tested positive for COVID-19, OHS shall contact the MTA Safety Department immediately to coordinate any necessary actions such as cleaning or disinfecting.

Employee Questionnaire Link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=gHPAeZjMvUGAawrpJVipZgtYwTyWPSJCNp5ORjvQXCVUOUc4TkpMMEFJRuzNNzIIvK05UIEzOFVGVc4u>