



## NOTICE

NOTICE NO. 089-20

July 2, 2020

TO: All Division of Station Environment and Operations Employees

FROM: David Santoro, Chief Stations Officer, Station Environment and Operations

SUBJECT: **NEW YORK STATE TRAVEL ADVISORY ORDER – LEAVE USAGE**

As per the attached Department of Subways Bulletin No. 20-44: New York State Travel Advisory Order – Leave Usage and directives below, all employees entering New York from a state with a positive test rate higher than 10 per 100,000 residents, or higher than a 10% test positivity rate, over a seven-day rolling average, will be required to quarantine for a period of 14 days consistent with Department of Health regulations for quarantine.

**Employees are required to follow the below process if they plan to travel to one of the quarantine states so that their quarantine status can be tracked:**

**VERY IMPORTANT**

### **Before Travel:**

- **Step 1.** Notify your Supervisor. Maintenance personnel also notify your shop
- **Step 2.** Call OSAC
  - CTA's, Station Agents, and Station Maintainers call respective OSAC Zone Desk
  - Station Supervisors and Maintenance Supervisors, call OSAC Superintendents' Desk at (718-521-3249,3250)
  - Managers, Administrative, and Professional Technical personnel call OSAC Superintendents' Desk at (718-521-3249,3250)

**VERY IMPORTANT**

### **After Travel: Upon return to New York State, New Jersey, and Connecticut**

- **Step 3.** Gather travel documentation (i.e., boarding pass, travel reservations, written statement if travel documentation is not available)
- **Step 4.** Call the MTA COVID Hotline at (646-252-1010) obtain a reference number
- **Step 5.** Call OSAC
- **Step 6.** Wait for a Stations Call Center Representative to call you and approve your return to work with a return to work date

**Per Executive Order 205, employees who intend to travel to or are currently in a “Quarantine State” (see the list on next page) for more than 24 hours are expected to self-quarantine upon return to New York State, New Jersey, and Connecticut.**

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**Quarantine States:** Alabama, Arkansas, Arizona, California, Florida, Georgia, Iowa, Idaho, Louisiana, Mississippi, Nevada, North Carolina, South Carolina, Tennessee, Texas, and Utah (List subject to change).

Visit the New York Department of Health's website: <https://coronavirus.health.ny.gov/covid-19-travel-advisory>.



Affected employees may be eligible to have their quarantine covered under the NYS Quarantine Leave Law, employees who are approved for telework will not qualify for this leave. Employees who traveled to one of the Quarantine States after the June 25 Executive Order or after a state is added to the list of Quarantine States, will be required to utilize leave balances other than sick if not approved to telework. Employees that travel to states that are subsequently added to the list are required to follow all protocols currently in effect.

A copy of this Bulletin can be obtained from the Station Environment and Operations' Operations Support And Assignment Center (OSAC) located at 130 Livingston Street, 5th Floor, cubicles 5029-5032 or via MTA Today-NYCT.

POST ON ALL BULLETIN BOARDS

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

**DATE: June 29, 2020**

**TO: All Subways Employees**

**FROM: Jacqueline Kuhls, Vice President &  Chief Officer, Operations Support**

**SUBJECT: SUBWAYS BULLETIN 20-44  
NEW YORK STATE TRAVEL ADVISORY ORDER – LEAVE USAGE**

All Subways employees should be guided by the attached June 26, 2020 memorandum from Paul Fama, MTA Chief People Officer, regarding New York State Travel Advisory Order.

**All travelers entering New York from a state with a positive test rate higher than 10 per 100,000 residents, or higher than a 10% test positivity rate, over a seven day rolling average, will be required to quarantine for a period of 14 days consistent with Department of Health regulations for quarantine.**

The list of states that meet these metrics for quarantine (“Quarantine States”) is posted on the New York Department of Health’s website at <https://coronavirus.health.ny.gov/covid-19-travel-advisory>. This list is subject to change.

- Employees who traveled to one of the Quarantine States **before the June 25 Executive Order** or **before a state is added to the list of Quarantine States**, may be eligible for NYS Quarantine Law leave for two weeks at full pay without use of leave balances. Employees who can telework are not eligible for this leave. Travel documentation (such as boarding passes, travel reservations) are required or a written statement describing the travel if no documentation is available.
- Employees who traveled to one of the Quarantine States **after the June 25 Executive Order** or **after a state is added to the list of Quarantine States**, will be required to use leave balances if they are not able to telework. Exceptional circumstances will be considered on a case-by-case basis.
- Employees should notify their supervisor in the event that they plan to travel to one of the Quarantine States so that their quarantine status can be tracked.

Ensure this bulletin is discussed by supervisors with all hourly employees during safety/ toolbox talks.

Attachment

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

# Memorandum



**Date** June 26, 2020

**To** Agency Presidents  
Agency HR Leads  
Agency LR Leads  
Daria Luisi, Corporate Occupational Health Officer

**From** Paul Fama, Chief People Officer

**Re** New York/New Jersey/Connecticut Travel Advisory Order – Leave Usage

Effective at 12:01 a.m. on June 25, 2020, Governor Cuomo issued Executive Order 205 which provides:

**All travelers entering New York from a state with a positive test rate higher than 10 per 100,000 residents, or higher than a 10% test positivity rate, over a seven day rolling average, will be required to quarantine for a period of 14 days consistent with Department of Health regulations for quarantine.**

New Jersey and Connecticut have issued similar advisories. The list of states that meet the metrics for quarantine (“Quarantine States”) is posted on the New York Department of Health’s website at <https://coronavirus.health.ny.gov/covid-19-travel-advisory>. This list is subject to change.

For employees who traveled to one of the Quarantine States before the June 25 Executive Order or before a state is added to the list of Quarantine States, they may be eligible for NYS Quarantine Law leave for two weeks at full pay without use of leave balances. Employees who can telework are not eligible for this leave. Travel documentation (such as boarding passes, travel reservations) should be requested or a written statement describing the travel if no documentation is available.

For employees who traveled to one of the Quarantine States after the June 25 Executive Order or after a state is added to the list of Quarantine States, they will be required to use leave balances if they are not able to telework. Exceptional circumstances will be considered on a case-by-case basis.

Employees should notify their supervisor in the event that they plan to travel to one of the Quarantine States so that their quarantine status can be tracked.