

**POST ON ALL BULLETIN BOARDS**

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

**DATE: May 5, 2020**

**TO: All Subways Employees**

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

**SUBJECT: SUBWAYS BULLETIN 20-29  
SYSTEM OVERNIGHT CLOSURES**

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Commencing 0100 hours, Wednesday, May 6, 2020, New York City Transit will begin a nightly closure to customers to support an unprecedented level of disinfecting and cleaning of trains and stations. All Subways employees are to be guided by the following procedures regarding the closures.

1. No customers may enter stations or board trains between 0100 hours and 0500 hours. Customers exiting trains after 0100 must immediately leave the station.
2. The last revenue trip from each terminal will operate to its ending terminal. At 0100, these trips will become exit only.
3. NYCT employees and contractors will be working in the system during closure hours.
4. Subways employees must wear social distancing face coverings during the overnight closures in accordance with Subways Bulletin # 20-25B.
5. During the closure, subways employees can gain access to stations via Station Agents who will be staffing booths during the closure hours. Subways employees may travel to and between work locations on trains that will not be in revenue service. They can do so through the following procedures.
  - a. Employees can board non-revenue trains at the conductor's position on the platform.
  - b. Employees must wear their vest at all times in the system.
  - c. Employees will be keyed on to a light train upon showing their NYCT pass and wearing an NYCT vest.
  - d. Contractors will only be able to board trains if they are escorted by an NYCT employee.
6. NYPD and MTA PD will be at terminal locations and in the system to assist in clearing customers from the system.
7. Employees are to notify customers of the system closure, but are not to engage in any further discussion or interaction with customers who refuse to leave. In these cases, PD should be immediately notified. In the event customers refuse to leave the system and their presence precludes cleaning or laying up of cars, or cleaning stations, employees are not required to complete these activities until the customers have left the area in question. In all such cases, employees should defer to PD for assistance.

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8. Subways staff contacted by the media should direct all inquiries to the MTA Press Office.

Supervisors must discuss this bulletin with all hourly employees during daily safety/toolbox talks.

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