

Memorandum



Date: March 8, 2020
To: All MTA Employees
From: Paul Fama, Chief People Officer
Re: COVID-19

As you are aware from our past communications, news outlets and social media, there are many issues that impact all of us regarding the outbreak of COVID-19. Please know that our team is fully engaged in tracking every aspect of COVID-19 with all local, state and national medical experts. This team is dedicated to providing our employees with accurate and medically validated information. As this situation continues to evolve rapidly, we ask your patience as we do our best to communicate as soon as we have new information in an effort to keep all of you and our customers as safe as possible.

We are listening to your concerns and the following are updates of the latest information we have gathered:

- Kronos Clocks – We have heard concerns from many employees about the use of biometrics on the time clocks. We understand your concerns and are looking into this issue. Until then, please continue to use the clocks and continue to use the same precautions, as you do when you touch door handles and other surfaces. We recommend that you wash your hands afterwards. Kronos clocks and employee work areas are regularly cleaned.
- Guidance on Working Hours - Unless advised by your supervisor, all work at the MTA will continue as scheduled, subject to all existing policies. We will evaluate this continuously. We know that in every emergency situation we have an obligation to our customers AND to our employees to ensure safe operations.
- Masks and Gloves - As stated previously, masks and gloves are not recommended unless they are part of current PPE. However, any employee may choose to wear gloves and masks, if they have underlying medical conditions or if this makes them more comfortable during this time. Any gloves and masks that are not part of PPE would be provided by the employee.
- For all employees, we encourage you to revisit guidelines and policies written to keep you safe on the job. These will be reviewed and updated whenever guidance from our public health community requires a change.
- All employees need to report to their supervisor/manager any travel plans, personal and professional, to ensure that we understand and reduce our risks from domestic and international exposure.

- We encourage you to monitor reliable websites, such as the [Centers for Disease Control](#) (CDC) and the New York State [Department of Health](#) (DOH), for information. For MTA updates, please go to the dedicated employee [COVID-19 webpage](#), accessible only through the MTA intranet.
- All employees must continue to abide by MTA's Equal Employment Opportunity and anti-harassment policies. The anxiety around the virus is not an excuse to discriminate or harass anyone due to their national origin or any other protected characteristic.

Thank you all for your dedication to ensure that the MTA provides safe and reliable public transportation services, especially during times like these.