

POST ON ALL BULLETIN BOARDS
NEW YORK CITY TRANSIT
DEPARTMENT OF SUBWAYS
OFFICE OF THE SENIOR VICE PRESIDENT

DATE: April 6, 2020

TO: All Subways Employees

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

SUBJECT: SUBWAYS BULLETIN 20-23
VOLUNTARY FACEMASK USE POLICY

Effective immediately, all Subways employees are governed by the attached voluntary facemask use policy developed by the MTA based upon recommendations from the Centers for Disease Control and Prevention. There will be varying types of facemasks available to those who request a mask for social distancing purposes over the next few weeks. It is a changing mix due to supply fluctuations.

Note that this Use Policy does not apply to tasks that currently involve use of N95/R95 respirators as PPE. Use of masks for such tasks should follow established protocols.

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

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

Safety Notice

COVID-19 RESPONSE – PROPER VOLUNTARY USE OF MASKS

The following procedure is based on the CDC (Centers for Disease Control and Prevention) recommendations for voluntary mask use. If you chose to voluntarily wear a mask in response to COVID-19, please follow the guidelines below (Note: This does not apply to tasks that currently require N95/R95 respirators as PPE for respiratory protection).

Surgical Mask (Single Use Only)

- Clean hands with soap and water or an alcohol-based hand sanitizer before and after touching, adjusting, or removing.
- Avoid touching the inside of the mask.
- When putting on place mask over nose and mouth and secure elastics or straps.
- Avoid touching front of mask when removing.
- Masks should be discarded as regular waste after daily/single use.

N95/KN95/R95 (Limited Reuse Permitted – up to 5 days)

- Clean hands with soap and water or an alcohol-based hand sanitizer before and after touching, adjusting, or removing.
- Avoid touching the inside of the mask.
- To wear, place mask over nose and mouth, ensure tight seal and adjust elastic or cloth straps/bands to secure mask in place.
- Minimize taking the mask on and off.
- Avoid touching front of mask when removing.
- Frequent touching of your face while wearing mask will defeat its protective effects.
- Sanitize interior and exterior of mask by using approved disinfectant wipes or soft cloth after each use, do not saturate mask with any liquid.
- Store mask separately in a clean, breathable, and labeled container such as a paper bag or container between uses. Storage containers should be disposed of or cleaned with the same frequency as the mask.
- To ensure the mask is reusable, inspect edges, form, surface, elasticity of band(s)/straps, and ensure fit has not degraded.
 - Discard mask if it becomes damaged or hard to breathe through
 - Discard mask immediately following close contact with an individual confirmed to have COVID-19.
- After reusing for up to five days of use, discard mask as regular waste.
- Masks must only be used by a single wearer (Do not share masks).

SEE THE MTA – COVID 19 RESOURCE CENTER FOR ADDITIONAL INFORMATION