

# Memorandum



Date April 29, 2020

To Distribution

From Kim Moore-Ward, Executive Vice President, Labor Relations ZMOW

Re RTW MAC Visits for COVID-19 Related Absences of 21 Days or More

In an effort to facilitate return to work from COVID-19 related absences, New York City Transit and MTA Bus Company will temporarily suspend, where required, the return to work (RTW) MAC visit for absences of 21 days or more, for employees who are not performing safety-sensitive functions and whose absence was solely related to COVID-19. This modification will be in effect through May 15, 2020, subject to any necessary extension.

Please note that employees performing safety-sensitive functions will continue to be required to report to the MAC for a RTW for all absences of 21 days or more.

It should also be noted that excused time off due to alternating schedules, should not be counted as an absence for purposes of the RTW 21 day or more MAC visit.

### Distribution:

D. Luisi
Department Heads
Union Presidents
Senior Directors, Labor Relations
Directors, Labor Relations







### NOTICE

**NOTICE NO. 050-20** 

May 15, 2020

TO:

All Division of Station Environment and Operations Employees

FROM:

David Santoro, Chief Stations Officer, Station Environment and Operations

SUBJECT:

DEPARTMENT OF SUBWAYS BULLETIN NO. 20-26A: SUBWAYS

COVID-RELATED TIMEKEEPING & RETURN TO WORK PROTOCOL -

Supersedes Subways Bulletins 20-26

All employees must familiarize themselves with the attached Department of Subways Bulletin No. 20-26A: Subways COVID-Related Timekeeping & Return to Work Protocol.

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

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### POST ON ALL BULLETIN BOARDS

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

DATE:

April 18, 2020

TO:

All Subways Employees

FROM:

Jacqueline Kuhls, Vice President & Chief Officer, Operations Support

SUBJECT: SUBWAYS BULLETIN 20-26A

SUBWAYS COVID-RELATED TIMEKEEPING & RETURN-TO-WORK

**PROTOCOL** 

(Supersedes Subways Bulletins 20-26)

Effective immediately, all Subways employees are governed as follows:

### **Timekeeping Categories**

(This section is specific to Timekeeping, for Return to Work guidance see page two.)

A. Sick symptoms

- i. As a general rule, employees who are out sick should follow normal attendance protocols for sick time. If a doctor or OHS directs the employee to stay home due to COVID-related precautions for flu-like symptoms, these employees should be allowed administrative leave with pay for up to 14 calendar days, 10 work days. If the illness continues, sick leave is charged beyond the 10 working days. If symptoms are associated with one of the categories below, leave will be determined by that category. Appropriate documentation is required.
- B. Reside with someone, or caring for someone, who tested positive for COVID-19
  - Any employee so designated shall remain out of work for 14 calendar days for the duration
    of the quarantine period. If during this precautionary quarantine, the employee develops
    COVID-19 symptoms, the employee should consult with their health provider and notify
    the department through normal attendance protocols.

ii. Employees may be allowed to telecommute, with the approval of their supervisor and if their regular duties so allow, and evaluated on a case by case basis.

iii. As a general rule, these employees should be allowed administrative leave with pay during quarantine periods without having to use leave balances for a maximum of 14 calendar days. Documentation of positive test is required for administrative leave.

C. Directed by supervisor/manager to go home and await OHS consult - Sike temp testing?

i. Employees directed as noted above will be allowed administrative leave time with pay until such time that OHS determines whether the employee should remain home or return to work, up to a maximum of 14 calendar days, 10 working days. If the employee is directed to remain home, the quarantine policy below applies.

ii. Employees may be allowed to telecommute, with the approval of their supervisor and if their regular duties so allow, and evaluated on a case by case basis.

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April 18, 2020

# SUBWAYS BULLETIN 20-26A, SUBWAYS COVID-RELATED TIMEKEEPING & RETURN-TO-WORK PROTOCOL

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### D. Ordered to quarantine by OHS or a personal medical doctor, including those awaiting COVID-19 test results

- Employees directed as noted above will be allowed administrative leave time with pay, up to 14 calendar days, 10 working days. Employees will use sick time for any additional days required.
- Employees may be allowed to telecommute, with the approval of their supervisor and if their regular duties so allow, and evaluated on a case by case basis.
- If direction to quarantine originates outside of the MTA, employees must provide proof of direction to quarantine.

### E. Tested positive for COVID-19

- i. Employees who have been diagnosed as infected by COVID-19 who are already on an administrative leave for travel, quarantine or other risk factors when they are diagnosed with COVID-19 will be able to use up to 14 calendar days. 10 working days of administrative leave total without using leave balances. Thereafter, employees will use sick time for absences due to COVID-19 illness.
- ii. Employees who are diagnosed with COVID-19 in the absence of prior quarantine are entitled to administrative pay without using leave balances during the period of their illness for a period of time not to exceed 14 calendar days, 10 working days and will thereafter be required to use their sick time.
- iii. If an employee has exhausted their leave balances, DOS can either advance or grant additional sick leave on a case by case basis.

### Return to Work Procedures

Based on 4/17/20 guidance by MTA Safety referencing NYS Department of Health protocols

Service Delivery and Stations employees should notify the Crew Office / OSAC of their intent to return to work <u>at least 24 hours prior</u> to their scheduled reporting time and be governed by their instructions. In this call, the employees will be asked and answer the questions below.

MOW, Station Maintenance, DCE and EMD employees should report to their field location per established, standard return to work procedures and submit a Request for Leave of Absence With or Without Pay (Other Than Sick Leave) per the instructions below.

When the returning employee does the above, each employee must include on the call or the form the following information:

- Dates of leave
- · Reason for leave, if quarantine, who issued and for what period
- Note whether employee has been tested for COVID-19, if he/she is awaiting results, and if not waiting on results, he/she should note the result
- Note whether or not employee resides with someone, or has been caring for someone, who has tested positive for COVID-19



April 18, 2020

# SUBWAYS BULLETIN 20-26A, SUBWAYS COVID-RELATED TIMEKEEPING & RETURN-TO-WORK PROTOCOL

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- If residing with, or caring for, a person who tested positive, note whether the COVID-19
  positive person in home/under care has been fever free (without using meds) for 14 days
- Note whether or not employee has been fever free (without using meds) for 72 hours
- Doctor's note in the event the employee has tested positive for COVID-19

Supervisors are to review the information/forms and make a determination as to whether the employee can report to work, based on the following guidelines:

Employees may NOT return to work if they meet ANY of the criteria below:

- Employee has not been fever free (without meds) for 72 hours
- Person in employee's household, or under employee's care, who tested positive has not been fever free (without meds) for 14 days
- Employee is awaiting a COVID-19 test result
- Employee had a positive COVID-19 test result but does not have a doctor's note indicating they can return to work
- Quarantine dates have not yet been fulfilled

Any employee who indicates they received a positive test result must present a doctor's note saying they are fit for return to work. If they do not provide such a note, they must be sent home/instructed not to report.\*

\* Note: Employees who tested positive for COVID-19 and are unable to produce a doctor's note indicating they are clear to return to duty should email the following information to the appropriate contact below:

Emails to RTW Division Contacts should include the following information:

- Name
- Pass / BSC #
- Title
- Absence period your last day on the job and if quarantined, the date your quarantine expires
- Contact number the best number at which DOS timekeeping can reach you if necessary
- Brief explanation of difficulty obtaining medical documentation

Only employees with no email or other contactless option should call the DOS Sick Unit at (718) 694-5322 in the event they are unable to acquire a doctor's note. DOS Sick Unit hours of operation are M-F, 0800 – 1600 hours.



April 18, 2020 SUBWAYS BULLETIN 20-26A, SUBWAYS COVID-RELATED TIMEKEEPING & RETURN-TO-WORK PROTOCOL Page 4 of 5

### **COVID 19 RTW Division Contacts**

Division	Title	Contact Name	Contact Email Address
Service Delivery Train Operator		Muchebi Green	Muchebi.green@nyct.com
The Section Control of	Conductor	Leory Cho	Leroy.cho@nyct.com
	Supervisor & Tower Op	Frank Poska	Franklin.poska@nyct.com
Stations	Agent & Cleaner	Pam Jackson	Pamela.jackson@nyct.com
	Maintainer & Supervisor	David Kelty	David.kelty@nyct.com
MOW Electrical		Christine Bermudez	Christine.bermudez@nyct.com
MOW Track		Nykia Hamilton	Nykia.hamilton@nyct.com
MOW 3rd Rail	Hourly &	Derrick Cohen	Derrick.cohen@nyct.com
MOW Infra	Supervisory	Beverly Holloway	Beverly.holloway@nyct.com
EMD		Lillian Fuller	Lillian.fuller@nvct.com
DCE		Felix Fisher	Felix.fisher@nyct.com

### **COVID 19 Timekeeping Contacts**

Employees who have COVID 19 related timekeeping issues should email one of the following DOS Timekeeping Contacts, based on their title:

For Title(s)	Div/SubDiv	Contact Name	Contact Email Address		
Train Operator	SD - Sub A	Arlene Remy	Arlene.remy@nyct.com		
Train Operator	SD - Sub B	Deborah Clarke	Deborah.clarke@nyct.com		
Conductor	SD - Sub A	Julie Ellis	Julie.ellis@nyct.com		
	SD - Sub B	Joe Wilson	Joseph.wilson@nyct.com		
operators & Tower SD		Frank Torre	Francesco.torre@nyct.com		
Station Agent		Sherry Jackson	Sherry.Jackson@nyct.com		
Station Cleaner	C+-+:	Yuk Ching Teu	YukChing.Teu@nyct.com		
Station Maintainer	Stations	David Kelty	David.Kelty@nyct.com		
Station Supervisor	tation Supervisor		John.Vega@nyct.com		
	MOW – Electrical	Marc Adam-Nicolas	Marc- Adam.Nicolas@nyct.com		
Hourly &	MOW - Track	Sakina Saxon	Sakina.Saxon@nyct.com		
Supervisory	MOW - 3rd Rail	Ikerra Amos	Ikerra.Amos@nyct.com		
Nex 2554	MOW – Infra	Dayra Liz-Tejeda	Dayra.Liz-Tejeda@nyct.com		
	Car Equipment	Karen Hoyte	Karen.Hoyte@nyct.com		



April 18, 2020

# SUBWAYS BULLETIN 20-26A, SUBWAYS COVID-RELATED TIMEKEEPING & RETURN-TO-WORK PROTOCOL

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Emails to DOS timekeepers should include the following information:

- Name
- Pass / BSC #
- Title
- Absence period your last day on the job and if quarantined, the date your quarantine expires
- Contact number the best number at which DOS timekeeping can reach you if necessary
- Brief explanation of your timekeeping concern

### CONFIDENTIALITY ACKNOWLEDGEMENT

Information submitted to supervisors must be considered confidential employee information in terms of test results and other health information, and supervisors must agree not to share it with those outside Subways leadership. MTA Safety, HR, and OHS. Such information should not be shared outside the MTA or with anyone at the MTA that is not Subways leadership, Safety, HR and OHS. Any documents with confidential medical information must be safeguarded and kept in a secure location.

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

NOTICE NO. 049-20

May 15, 2020

TO:

All Division of Station Environment and Operations Employees

FROM:

David Santoro, Chief Stations Officer, Station Environment and Operations

SUBJECT:

DEPARTMENT OF SUBWAYS BULLETIN NO. 20-30: SELF-CHECK

TEMPERATURE SCREENING GUIDELINES

All employees must familiarize themselves with the attached Department of Subways Bulletin No. 20-30: Self-Check Temperature Screening Guidelines.

A copy of this Notice can be obtained from the Station Environment and Operations' Operations Support and Assignment Center (OSAC) located at 130 Livingston Street, 5<sup>th</sup> 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:

May 13, 2020

TO:

All Subways Employees

FROM:

Jacqueline Kuhls, Vice President & Chief Officer, Operations Support

SUBJECT: SUBWAYS BULLETIN 20-30

### SELF-CHECK TEMPERATURE SCREENING GUIDELINES

The guidelines below must be followed by all Subways employees who are participating in departmental temperature screening pilots at selected DOS facilities.

All employees entering the facility must take their temperature, regardless of title. Contactless Thermometers will be available at facility entrances along with a box of vinyl gloves. Upon entering, employees must:

- 1. Put on a pair of vinyl gloves
- 2. Pick up the thermometer and turn it on
- 3. Point the thermometer toward their own forehead, keeping it at least 1-2 inches away. Do not touch the surface of your skin with the thermometer.
- 4. Squeeze the trigger to take the temperature.
- Report the temperature to the supervisor in charge of temperature screening at the location.

If the employee has a temperature of 100.4 degrees F or higher the attending supervisor must:

- 1. Ensure the employee wears a facemask.
- 2. Complete the attached DOS On-Site Temperature Screening Form.
- Send the employee home with the attached OHS Temperature Check Program handout and consult with their medical doctor.

Temperature screening forms must be submitted in accordance with normal division attendance protocols.

Note: The employee's confidentiality must be respected at all times.

### Attachments

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)	

### DOS On-site Temperature Screening Form

All employees entering the facility must have their temperature taken, regardless of title. This form must be completed if the employee's temperature reads 100.4 degrees or higher.

Time: Temperature screening location Attending Supervisor Full Name Attending Supervisor Pass #  Employee Last Name Employee First Name Employee Pass Number Employee Temperature Reading Notes	Date:
Attending Supervisor Pass #	Time:
Employee Last Name  Employee First Name  Employee Pass Number  Employee Temperature Reading  Notes	Temperature screening location
Employee First Name  Employee Pass Number  Employee Temperature Reading  Notes	Attending Supervisor Full Name
Employee First Name  Employee Pass Number  Employee Temperature Reading  Notes	Attending Supervisor Pass #
Employee Pass Number  Employee Temperature Reading  Notes	
Employee Pass Number  Employee Temperature Reading  Notes	Employee Last Name
Notes	
Notes	Employee Pass Number
Notes	Employee Temperature Reading
	Notes

Submit this form per normal attendance protocol. The employee's confidentiality must be respected at all times.

### OCCUPATIONAL HEALTH SERVICES

### TEMPERATURE CHECK PROGRAM

Your temperature is elevated today (100.4 degrees F or higher)

As a precaution, you are being sent home. This elevated temperature does not mean you have COVID-19. It is a sign that you may become symptomatic.

Monitor your temperature at home, and watch for any of these symptoms:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

If you develop any of these symptoms, call your healthcare provider for further medical evaluation. Your healthcare provider will determine if testing is needed.

Please be sure to request a note from your healthcare provider documenting their assessment of your condition and their recommendation for returning to work.

If you have any questions or concerns, please call your supervisor, the MTA Hotline at 646-252-1010 to speak with HR, or the NYS DOH Coronavirus hotline: 888-364-3065.

V

We have created an Email address for you to send any Deviations to OSAC. Examples include: Late clear, Paid lunch, Overtime, etc. Items will be routed to Supervisor in OSAC to process

It is important we capture the emails in a single place, rather them sent to several different addresses and people.

Please send to: OSACDeviations@nyct.com

Thank you for you co-operation!

Brenda

Brenda A. Gyory
Group Station Manager – RCC / OSAC
NYCT Station Environment and Operations
RCC 212-712-5277
Cell 917-890-0484
Brenda.gyory@nyct.com

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### NOTICE

**NOTICE NO. 048-20** 

May 15, 2020

TO:

All Division of Station Environment and Operations Employees

FROM:

David Santoro, Chief Stations Officer, Station Environment and Operations

SUBJECT:

DEPARTMENT OF SUBWAYS BULLETIN NO. 20-25B: MANDATORY

USE OF FACE COVERINGS (Supersedes Subways Bulletin 20-25A)

All employees must familiarize themselves with the attached Department of Subways Bulletin No. 20-25B: Mandatory Use of Face Coverings (Supersedes Subways Bulletin 20-25A).

A copy of this Notice can be obtained from the Station Environment and Operations' Operations Support and Assignment Center (OSAC) located at 130 Livingston Street, 5<sup>th</sup> 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:

April 23, 2020

TO:

All Subways Employees

FROM:

Jacqueline Kuhls, Vice President & Chief Officer, Operations Support

SUBJECT: SUBWAYS BULLETIN 20-25B

MANDATORY USE OF FACE COVERINGS

(Supersedes Subways Bulletin 20-25A)

The following policy and guidance is identical to those in Subways 20-25A, with the exception of the guidance relating to Limited Reuse Permitted - Up to 5 Days, in the attached Safety Notice. The section was revised deleting the requirement to sanitize the interior and exterior of masks.

### **Mandatory Face Coverings Policy**

Effective immediately and until further notice, all Subways employees must wear social distancing face coverings, as follows:

- 1. All Subways employees whose duties and responsibilities place them in direct contact with NYC Transit customers, must wear social distancing face coverings. The following are the Subways employee titles with direct contact with customers:
  - Train Operator
  - Conductor
  - Station Agent
  - Station Cleaner
  - Terminal Car Cleaner
- 2. In addition, all Subways employees (all titles) must wear social distancing face coverings in the following cases:
  - Anytime employees are in the subway system
  - Anytime employees cannot at all times maintain six feet distance from other individuals in the course of their duties or in subways facilities

In all other cases, Subways employees are strongly encouraged to wear face coverings.

### Face Coverings Guidance

All Subways employees are governed by the attached Facemask Use Policy Safety Notice developed by the MTA based upon recommendations from the Centers for Disease Control and Prevention (Attachment 1).

April 23, 2020 SUBWAYS BULLETIN 20-25B, MANDATORY USE OF FACE COVERINGS Page 2 of 2

For social distancing purposes, N95 and KN95 masks can be used, though they must be re-used, up to a maximum of five days, due to the limited supply of these masks. The attached policy provides guidance on use and instructions for re-use. Surgical masks can also be used for social distancing purposes, these masks are single use only.

Employees may choose to wear their own face covering for social distancing purposes. Facial coverings are considered adequate if they cover an individual's nose and mouth and prevent the transmission of droplets from these orifices onto a surface or another individual within the MTA transportation system. In accordance with NYCT Rule 10f, employees are not permitted to place non-Transit insignia on personal facemasks. The mask must not interfere with the use of other mandatory PPE, such as safety glasses or create other hazards, such as loose ends that can be snagged by moving machine parts. Refer to the attached guidance from the CDC (Attachment 2).

Note that the attached Use Policy Safety Notice does not apply to tasks that currently involve use of N95 respirators as PPE. Use of masks for such tasks should follow established protocols.

A copy of NYCT Policy Instruction 10.9.2, Respiratory Protection, Appendix D is also attached and must be reviewed by all employees who wear masks (Attachment 3).

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

### Attachments

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)
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	J. Joyce	T. Utano (TWU)	

### C

# **Safety Notice**

### COVID-19 RESPONSE - PROPER 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 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.
- 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 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.
  - o 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).

# Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

### How to Wear Cloth Face Coverings

Cloth face coverings should-

- · fit snugly but comfortably against the side of the face
- · be secured with ties or ear loops
- · include multiple layers of fabric
- · allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

### CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

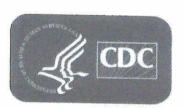
# Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

How does one safely remove a used cloth face covering? Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.







# INFORMATION FOR EMPLOYEES USING RESPIRATORS WHEN NOT REQUIRED PER 29CFR1910.134

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

### You should do the following:

- Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
- 2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
- Do not wear your respirator into atmospheres containing contaminants for which your
  respirator is not designed to protect against. For example, a respirator designed to filter dust
  particles will not protect you against gases, vapors, or very small solid particles of fumes or
  smoke.
- 4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.









**BULLETIN NO. 27-20** 

May 17, 2020

TO:

All Division of Station Environment and Operations Employees

FROM:

David Santoro, Chief Stations Officer, Station Environment and Operations

SUBJECT:

**CLOSING AND REOPENING OF STATIONS** 

This Bulletin is being revised to also allow licensed Private Security Officers to gain access to the system and to travel via "Fire Watch" trains, provided the purpose of travel is strictly business-related, including travel to/from their reporting/clearing location. Further information is located on page 4.

Commencing 0001 hours, Wednesday, May 6, 2020, New York City Transit will begin closing down all subway stations overnight to support a comprehensive cleaning program of disinfecting the interior of all subway cars on a 24 hour cycle and the cleaning and disinfecting of stations.

The purpose of this bulletin is to provide clear instructions and procedures to be followed by all Division of Station Environment Operations personnel during nightly system-wide closures of all 472 stations, in effect between 0100 and 0500 hours.

### **Instructions for Closing & Re-Opening Stations**

 At the start of their tour MN Road Supervisors will remind all Station Agents of the Nightly Subway Closures and the necessary steps required to close down and reopen the system.

NOTE: Road Supervisors must check on their assigned stations to ensure no issues have occurred during the 4 hour closure.

- At approximately 0030 hours, Stations' RCC personnel will make a mass call alerting all
  on duty Station Agents of the nightly closure going into effect from 0100 to 0500 hours.
- On duty Station Agent will confirm the exact time of the last arriving train(s) at their respective station.

At 1 AM, on duty Station Agent(s) must announce over the Station Public Address
System in the booth (if applicable) that the subway station is closed until 5am while
we clean and disinfect trains and stations. Please leave the station. If you're an
essential worker, enhanced bus service runs overnight. Check mta.info/overnight or
call 511 to plan your trip.

NOTE: Additional detailed verbiage will be on hand at select booths based on station-specific bus alternatives.

- At approximately 0100 hours, AFC IT will remotely deactivate all turnstiles, HEETs and all OMNY validators on the station to prevent customer access.
- Supervisors, Station Agents and/or Cleaners, will immediately begin to barricade tape off all street stairways and/or entrances (including privately owned) where applicable, to ensure customers are alerted to the subway station being closed for customer service.
- Supervisors, Station Agents and/or Cleaners, will immediately begin to barricade tape off all elevators and escalators (including privately owned) where applicable, that provide access to the system, to ensure customers are alerted to the subway station being closed for customer service.
- While taping off street stairways and/or entrances, elevators and escalators (including privately owned), Supervisors, Station Agents and/or Cleaners will make a quick visual inspection of the station to ensure the following:
  - No customers remain on the station's platforms and mezzanine
  - No homeless customers are residing anywhere in the station.
  - All "turnstiles, HEETS and OMNY validators" have been deactivated to prevent customer entry.

In the event, homeless are observed or customers refuse to exit the station after the closure is in effect, or turnstiles, HEETS or OMNY readers are observed to still be active (accepting swipes or taps), the EBCS is to be activated to request police assistance for removal and/or to alert AFC IT of the turnstiles and HEETS still being active and accepting entry. Visual inspections will be conducted by Supervisors, Station Agents and/or Cleaners on an hourly basis until the station has reopened for customer service.

Note: As safety is paramount, employees are not to challenge, eject personnel from station or get into any verbal altercations regarding no service or not leaving the station.

 At approximately 0100 hours, Stations' RCC personnel will transmit a second mass call reminding all Station Agents, that the nightly station closure has been implemented and to remind personnel to secure all street stairways and/or entrances (including privately

- owned). Stations RCC personnel will continue to transmit system-wide mass calls every hour during the closure (until 4 AM daily).
- On duty Station Agents must ensure that the Agent Operated Gates are magnetically left in the unlocked position in the full-time control area to ensure access is available for NYCT employees, emergency personnel and authorized contractors to gain access in/out of the system.
- At approximately 0440 hours, AFC IT will reactivate all turnstiles, HEETs and OMNY readers to allow customers to begin to re-enter the all subway stations at 0500 hours.
- At approximately, 0445 hours, prior to the conclusion of the nightly closures, Stations'
  RCC personnel will transmit a system-wide mass call to commence reopening all stations
  for customer service. Once alerted all station Agents will remove all barricade tape from
  street stairways and/or entrances (including privately owned) and ensure that all Agent
  Operated Gates are magnetically placed back in the locked position.
- While removing barricade tape from the street stairways and/or entrances (including privately owned), Supervisors, Station Agents and/or Cleaners will make a quick visual inspection of the station to ensure no unusual incidents have occurred and all turnstiles, HEETS and OMNY readers are active to begin accepting swipes/taps.

NOTE: On duty Stations Agents will notify the RCC and their respective District Office, of any reported issues with the AFC equipment accepting swipes and/or taps once the station has been reopened to customers.

# EMPLOYEES AND CONTRACTORS NEEDING TO TRAVEL BETWEEN STATIONS

During nightly closures NYCT employees will still be allowed to ride trains to travel between stations to perform their scheduled duties. Trains will stop in all stations.

Employees will be required to do the following to board train:

- Must have in possession and wear their NYCT vest at all times to board trains.
- Must board the train at the conductor's position.
- Must have and display their transit pass to the Conductor, who will key employee(s)
  on board the train.

Contractors will be required to do the following to board train

 Contractors must show their NYCT issued Access ID to the Station Agent to gain access to the system and be escorted by a NYCT Employee or CPM CCM (Consultant Construction Manager).



To ride trains Contractors must show their NYCT issued Access ID to the Conductor
to who will key employee(s) on board the train. Please note these contractors must be
escorted by a NYCT Employee or CPM CCM (Consultant Construction Manager).

Once on the train, employees and contractors will alert the conductor of the stop they need to disembark.

### INTERACTIONS WITH PRIVATE SECURITY OFFICERS

PRIVATE SECURITY OFFICERS WEARING A NYCT-ISSUED SAFETY VEST, DISPLAYING A MEMO AUTHORIZING THEM TO RIDE TRAINS, AND DISPLAYING A NYCT CONTRACTOR ID CARD FROM THE FOLLOWING SECURITY COMPANIES WILL BE ALLOWED ACCESS TO THE SYSTEM AND ALLOWED TO BOARD TRAINS PROVIDED THE PURPOSE OF TRAVEL IS STRICTLY BUSINESS-RELATED, INCLUDING TRAVEL TO/FROM THEIR REPORTING/CLEARING LOCATION:

- Allied Universal Security
- MG Security Services
- City Safe Security
- Sam Schwartz Pedestrian Traffic Management Services

(Sample NYCT Contractor ID card shown below and Sample Memo is attached)





### **INTERACTIONS WITH NYPD**

When the NYPD enter a station they will stop at the booth and talk to the station agent.

- Station Agents should request the police officer's cell number so that they can call them if they are needed for rapid response.
- Trains will stop in all stations, there is no need for NYPD to flag them down. Trains will make mid-platform stops (half of the train still in tunnel). So NYPD should wait at the midpoint of the platform and they will be able to board a train.

### Attachment:

Private Security Access Memo

# E

### **DRAFT - CONFIDENTIAL**

### **NYCT AND MTA BUS**

The Agency President, their direct, second, and third level reports (inclusive of employees in departments that provide support functions such as Budget, Capital Programs, Compliance, Controller, Construction Management, Customer Service, Finance, Health/Work Life Services, Human Resources, Labor Relations, Marketing & Communications, Public Affairs, Procurement, and Project Management) and the position titles listed below have been classified as Emergency Responders or Health Care Providers. As such, employees in the identified positions are excluded from leave benefits under the Emergency Family and Medical Leave Expansion Act. This list may be modified as circumstances require at the sole discretion of senior management.

### NYCT DEPARTMENT OF BUSES AND MTA BUS

### **Operating Managerial Titles**

Superintendent

Assistant General Superintendent

General Superintendent

Assistant General Manager

**Deputy General Manager** 

General Manager

**Executive titles** 

### **Operations**

### OA, TA, MTA BUS:

- Bus Operator
- Dispatcher

### Maintenance

### TA:

- Bus Maintainer Body (Mechanical Systems)
- Bus Maintainer (Auto Body)
- Mechanical Helper Body
- Cleaner
- Maintenance Supervisor

OA:

Chassis Maintainer

# F

### **DRAFT - CONFIDENTIAL**

### Stations (excluding Maintenance)

- Station Supervisor
- Station Agent
- Cleaner

### **SECURITY**

- Transit Property Protection Agent (TPPA)
- Transit Property Protection Supervisor (TPPS)

### **LABOR RELATIONS**

Director of Labor Relations

### TREASURY/CHECK PRINTING (RC 7920)

- Administrative Manager
- Principal Administrative Associate 3
- Associate Transit Customer Service Specialist 2
- Staff Analyst 1
- Senior Administrative Assistant





# NOTICE

NOTICE NO: 053-20

May 15, 2020

To:

All Division of Station Environment and Operations Employees

From:

Dawn Rose, PHR, Senior Director, RTO & Stations Job Selection Programs &

Picks, Operations Support/Department of Subways

Subject:

STATION AGENTS' 2020 HOLIDAY SELECTION

The Station Agents' 2020 Holiday Selection will be conducted electronically, using this link: <a href="https://forms.gle/PF8vwrA2V6ureCP26">https://forms.gle/PF8vwrA2V6ureCP26</a>. Please follow the directions listed on page 2. Selections for the holiday must be submitted from Wednesday, May 20, 2020 through Saturday, May 30, 2020.

Select each holiday of your preference, with number 1 being your first choice and 5 your last. The result will be based on your seniority as per Labor Contractual Agreements. A copy of your selection will be emailed to the address provided on the electronic submission.

If you are a vacation relief you must choose the tour you would like to observe the holiday.

The breakdown of holidays per tour is as follows:

25 per tour	Independence Day	Saturday, July 4, 2020
25 per tour	Labor Day	Monday, September 7, 2020
30 per tour	Thanksgiving Day	Thursday, November 26, 2020
40 per tour	Christmas Day	Friday, December 25, 2020
30 per tour	New Year's Day	Friday, January 01, 2021

A copy of this Notice can be obtained via MTA Today-NYCT.





# Stations Holiday Pick for 2020

Instructions for all TWU Local 100 Stations employees eligible to pick holidays

### Instructions

You can access the Stations Holiday Pick for 202 on any device or computer on most browsers and at any time prior to the deadline of the Holiday Pick.

The link is https://forms.gle/PF8vwrA2V6ureCP26.

You may also scan this QR code from your phone by using the camera function:

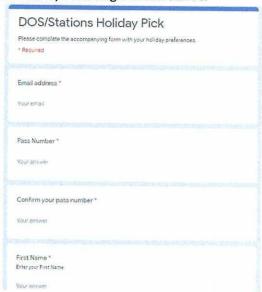


### Data Collected

Personnel Information	Refusal	<b>Holiday Pick Options</b>	Vacation Reliefs
Email Address Pass Number Confirm your pass number First Name Last Name Date of Birth Phone Number	Agree to Refusal or Decline Picking a Holiday	Rank your holidays from 1-5	Question for Vacation Reliefs Ranking of Tours for each Holiday

### Steps to Completing the Form

1. Login into the form by selecting the link above.



First Screen:

2. Complete the Personnel Information section.



DOS/Stations Holiday Pick  Mease complete the accompanying form with your holiday preferences.  Required	First Name * Enser your First Name.  Your allower
imail address " our email	Last Name *
ièss Number *	Date of Birth " Enter your date of birth wishout the year
onfirm your pass number."	od num
our answer	Phone Number *
rat Name * ter your First Name	Enter a phone number where you can be rescried. The number format should be assured-ease only, no additional parentieses.  Your answer
rur answer	

3. / y.

Do you plan on choosing a holiday? O Yes, I would like to pick a holiday. No, I decline to pick a holiday.

a. If refusal, agree to the following statement and your pick is finished.

Refusal/Decline to Select a Holiday \*

I am deferring during this selection process only.

I agree.

b. If you accept or would like to choose your holiday, proceed to the next question.

4. Rank your holiday preferences, with 1 being your first choice and your most preferred and 5 being the least preferred date for a holiday. Each row and column must have an answer and each answer (1-5) can only have one ranking. The form will prevent you from submitting if you



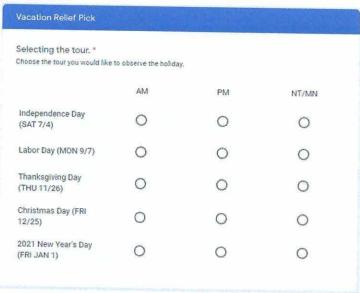
### identical ranks for multiple holidays.

te date below are to	ay pick prefere sted in chronologic	al restas Salas		your preferenc	e with 1 being the						
ost preferred and t abor Contractual Ag		t preferred. Vo.	of result will be b	ased on your s	enionty as per						
	1 (most preferred)	2	3	4	5 (least preferred)	Holiday Pick Pre	ferences	W 15	Pas	(h) (#)	
ndependence Pay (SAT 7/4)	0	0	0	0	0	Rank your holiday pick preferences in order. *					
abor Day MON 9/7)	0	0	0	0	0	The date below are formost preferred and st Labor Contractual Ag		cal order. Selec t preferred. You	t each holiday to ar result will be b	your preference ased on your se	e, with 1 being th eniority as per
hanksgiving lay (THU 1/26)	0	0	0	0	0		1 (most preferred)	2	3	4	5 (least preferred)
hristmas Day FRI 12/25)	0	0	0	0	0	Independence Day (SAT 7/4)	0	0	0	•	0
021 New ear's Day (FRI	0	0	0	0	0	Labor Day (MON 9/7)	0	0	0	0	(6)
AN 1)					O	Thanksgiving Day (THU 11/26)	0	0	<b>(a)</b>	0	0
e you a vacatio	on relief? *					Christmas Day (FRI 12/25)	0	•	0	0	0
Yes						2021 New	_	_			
No						Year's Day (FRI JAN 1)	<b>©</b>	0	0	0	0

5. If you are *not* a vacation relief, you can submit your completed form.

Are	you a vacation relief? *
0	Yes
0	No

6. If you are a vacation relief, answer the next question with the tour preference to be off on holiday. The choices are AM, PM, and NT for each holiday. Each holiday will only have one tour preference.





- 7. Press "Submit" and you are all set.
  - a. You may receive an email confirmation if you provided an email on the form.

# DOS/Stations Holiday Pick

Your submission was recorded. Please check your email for a confirmation.



# Google Forms

Thanks for filling out **DOS/Stations Holiday Pick** 

Here's what we got from you:

Edit response

### **DOS/Stations Holiday Pick**

Please complete the accompanying form with your vacation preferences.

Email address\*



# PROCESSING DEATH BENEFITS

### LAST UPDATE DECEMBER 2009

# Does NYCERS have to be notified when a member or retiree dies?

YES. When a NYCERS member or retiree dies, it is understandably a difficult time for family and friends. Since the family and/or friends are likely to be the intended recipients of death benefits payable from NYCERS, it is important that NYCERS be notified as soon as possible. Notification of a member's or retiree's death triggers a multi-step procedure by NYCERS to process any death benefits payable.

# Who should notify NYCERS about the death of one of its members or retirees?

Anyone can notify NYCERS of the death of a member or retiree. Often the surviving spouse, another family member or a friend makes the first contact with NYCERS. If a member dies while still in City service, sometimes the member's employing agency may notify NYCERS.

### How is NYCERS notified?

NYCERS can be notified in a few different ways. The fastest method is to complete a simple online form on our website at www.nycers.org. You may also contact our Call Center at (347) 643-3000 or visit our Customer Service Center at 340 Jay Street in downtown Brooklyn (an appointment can be scheduled online at www.nycers.org).

# What type of information does NYCERS need when a death is reported?

In order to begin the process of identifying the decedent and his or her beneficiary(ies), and determining the death benefits payable, NYCERS will need some general information including:

- v the full name of the decedent
- the decedent's member number or pension number

- the last four digits of the decedent's Social Security number
- the date of death
- the place of death (City/State/Country)
- ✓ the decedent's address
- ✓ the informant's information
- ✓ the next of kin (including his or her address)

All of this information can be provided when reporting a death online. If you are reporting a death by contacting our Call Center or visiting our Customer Service Center, be sure to have this information readily available.

# Are any documents required by NYCERS when a death is reported?

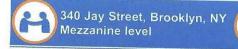
The person doing the reporting -- the informant -- is not required to submit any documentation at the time of reporting the death. However, documentation is required to process any claim for benefits; please see the next question and answer for details on the required documentation.

# Once a death is reported, what types of documents are required to process a claim?

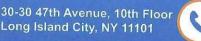
A certified Original Death Certificate must be submitted to NYCERS before any benefits are paid to a beneficiary. In addition, one or more of the following documents may be requested as the process unwinds. These documents are typically requested from the designated beneficiary(ies), the executor of the decedent's estate, or the next of kin:

- Claimants Statement Form (NYCERS will send this to the beneficiary, executor of the estate or next of kin)
- ▼ Rollover Letter (a payment election letter sent by NYCERS which contains options for the disbursement of the death benefit, e.g., lump sum, rollover, etc.)

Processing Death Benefits #702 - Page 1













- Tax Waiver
- ✓ Letters of Administration (if applicable, issued by the Surrogate's Court of the county in which the deceased pensioner resided).
- Guardianship papers
- ✓ Power of Attorney
- Vital Records (e.g., Social Security Card)

# What is the procedure after NYCERS has been notified of a death?

The informant will receive an acknowledgement letter that explains the next step in the process. The letter may request the Death Certificate (if one hasn't already been filed) or request other information necessary to continue the member/retiree identification process. Once NYCERS identifies the member/retiree, a review of his or her retirement account is commenced to ascertain his or her retirement plan and the death benefit(s) payable under such plan.

The next step is identifying the designated beneficiary(ies) and attempting to contact him or her. Remember, the beneficiary may or may not be the person who reports the death to NYCERS.

If the informant is not one of the designated beneficiary(ies) on file with NYCERS, then all subsequent communication will be to the beneficiary(ies).

The length of time to identify a designated beneficiary depends on whether the deceased member/retiree had filed a Designation of Beneficiary(ies) form with NYCERS, whether or not the beneficiary names and addresses were kept current, and how soon the beneficiary(ies) responds to inquiries from NYCERS.

### How long does it take to process benefits?

The time it takes to process a claim largely depends on how soon all of the verification procedures are completed by NYCERS and how soon the required forms are properly completed by the beneficiary(ies) and filed with NYCERS.

In the case of the death of an active member (a NYCERS member who died while still employed in City service), a

letter notifying all Designated Beneficiary(ies) of the benefit amount will be mailed no later than 75 days after NYCERS receives the certified Death Certificate. Payment of a benefit is then generally made within 45 days of NYCERS' receipt of the completed claim form.

In the case of the death of a NYCERS retiree, the process generally takes 90 days. The 90 days is from the point of sending an acknowledgement letter to the beneficiary, and receiving the death certificate and claim form, to paying the benefit to the beneficiary and/or survivor in the case of a benefit payable under an option selection.













# **BULLETIN**

BULLETIN NO. 018-20

(Superseded 013-20)

March 27, 2020

TO:

All Division of Station Environment and Operations Employees

FROM:

David Santoro, Chief Stations Officer, Station Environment and Operations

SUBJECT:

OPERATIONS SUPPORT AND ASSIGNMENT CENTER (OSAC) - TEMPORARY

PARALLEL OFFICE AT 2 BROADWAY

Operations Support and Assignment Center (OSAC) is now separated into two locations. The main office remains at 130 Livingston Street taking calls for zones 2, CTA and Maintenance desk and the AVA desk at 718-521-3500. The temporary office at 2 Broadway is taking calls for zones 1 and 3.



Phone numbers for OSAC zones 1 and 3:

- To contact Zone 1 OSAC Supervisors please call 646-252-5027/5627
- To contact Zone 3 OSAC Supervisors please call 646-252-5070/5068

### Changes



OSAC in-person operations is drop-off only.



Modified in-person employee interaction will still occur at the OSAC main office at 130 Livingston Street, 5th Floor, cubicles 5029 - 5032.



OSAC 130 Livingston Office Front Window is closed, employees if necessary can speak to a manager via intercom.



Employee will place all request documents in the outside mailbox, scanned/emailed, or fax:

- Email: stationsdayoffrequest@nyct.com
- Fax number: 718-694-1872



If there are issues with **childcare**, **long term leave**, **vacation changes**, and **religious** accommodations refer to union, and union will communicate with OSAC.

# "Weingarten Rights"

### EMPLOYEE'S RIGHT TO UNION REPRESENTATION

"If this discussion could in any way lead to my being disciplined or terminated, or affect my personal working conditions, I respectfully request that my union representative, officer, or steward be present at this meeting. Without representation present, then...

I choose not to participate in this discussion."

This right of a union employee to have a union representative present during an investigatory interview was announced by the U.S. Supreme Court in a 1975 case (NLRB vs. Weingarten, Inc.). These rights have become known as the Weingarten rights.

Employees have Weingarten rights only during an investigatory interview, which occurs when:

- A supervisor questions an employee to obtain information which could be used as a basis for discipline or asks an employee to defend his or her conduct.
- An employee has a reasonable belief that discipline or other adverse consequences may result from what he or she says.

Under such circumstances, the employee has the right to request union representation.

Management is not required to inform the employee of his/her Weingarten rights – therefore, it is the employee's responsibility to evoke this right.

Investigatory interviews can relate to such subject as:

<ul> <li>absenteeism, lateness</li> </ul>	<ul> <li>falsification of records</li> </ul>
• accidents	• slowdowns
<ul> <li>compliance with work rules</li> </ul>	• theft
<ul> <li>damage to company property</li> </ul>	<ul> <li>violations of safety rules</li> </ul>
poor work performance	<ul> <li>poor attitude</li> </ul>

### SAFETY RULE DISPUTE RESOLUTION FORM

2. In this section the supervisor at the location must

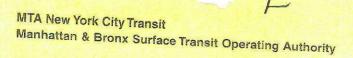
indicate what actions he/she took regarding the con-

cerns that the employee has indicated. If the employee

This section is for the employee who is alleging a violation of a departmental or applicable NYC Transit-wide safety rule or a section of an applicable law.

NYC Transit-wide safety	departmental or applicable rule or applicable law can cedure in order to have the viewed by a supervisor	does not agree with the explanation or action, indicate what the disagreement is and refer the matter to a manager who must notify his/her divisional Control Center and advise them to immediately notify the TWU of the issue (888-898-6608). If there is no divisional Control Center the manager must notify the		
If a manager is present wh alleged violation need only	en the issue is raised, the be reviewed by the manager.	TWU. The manager must immediately review the matter.		
This procedure does not su provisions of the Collective	percede or replace the Bargaining Agreement.			
Employee Name				
Title	Pass #	Employee Agree Disagree		
Dept./Division		Employee Signature		
Supervisor	Pass #	Time a.m p.m. Date / /		
Date	Time	Supervisor Signature (required)		
Task Being Performed		Supervisor Signature (required)		
Location		3. In this section a manager from the division must indicate what actions he/she took regarding the		
1. In this section the employ describe the alleged violation rule or standard being viola	n. Indicate or describe the	concerns that the employee indicated above. Upon explaining to the employees what changes will be made at the work site or that the challenge is not valid the manager will direct the employee back to work. If the employee/gang refuses the manager's decision, appropriate action may be taken against the employee(s). If the supervisor/manager fails to correct a valid safety condition, appropriate action will be taken against the supervisor/manager.		
	3			
Timea.mp.m.	Date//	Timea.mp.m. Date//		
Employee Signature (required)	2	Manager Signature (required)/Print Name/Pass Number		

Upon completion of this form it must be forwarded to the division head, the Office of System Safety (fax #718-243-4770), and the TWU Director of Safety and Health (fax #212-724-5826).



# Application for Leave of Absence Due to Illness

# SIXTY PERCENT (60%) SUPPLEMENTARY PAY

TO BE PREPARED IN DUPLICATE

Division	District	OS. I ELIMENTARY PAY	DUPLICATE
Fatte — Pay Location — hereby apply for leave of absence from dust, 60% pay, on account of lifease or injury (from causes other than accident white on duty) in accordance with statement be of absence is due to a non-service accident, state where, when, and how accident cocurred.  J. M. A.M. P.M. Including a property of the complete of the country of	Division	Department	
Both pay, on account of illness or injury (from causes other than accident while on duty) in accordance with statement be if absence is due to a non-service accident, state where, when, and how accident occurred.  A.M. P.M. inclusion is acc	l,	Title	Date 20
If absence is due to a non-service accident, state where, when, and how accident occurred.  A.M. P.M. inclusion in the absence is due to a non-service accident, state where, when, and how accident occurred.  I was unable to work during said period because    Did accident occur white working for employer other than T.A.?	Rate	Pay Location	Pass No.
Did accident occur while working for employer other than T.A.?  (Signature)  (This certification must be completely filled out by the attending physician before payment for sick leave at 60% pay will be passing upon.)  DOCTOR'S CERTIFICATION  Patient's Name    first   middle   last   Age   Sex     I hereby certify that the above named employee was treated by me on the dates and for the illness noted below:  1) Diagnosis   a. Patient's Symptoms			
Did accident occur while working for employer other than T.A.?  (Signature)  (This certification must be completely filled out by the attending physician before payment for sick leave at 60% pay will be passive upon.)  **DOCTOR'S CERTIFICATION**  Patient's Name	I was unable to work during	g said period because	
This certification must be completely filled out by the attending physician before payment for sick leave at 60% pay will be passi upon.)  **DOCTOR'S CERTIFICATION**  Patient's Name	Did accident occur while wo		
Patient's Name	(This certification must be c	Omplotoly (III I	(signature)
Patient's Name	upon.)	ompletely filled out by the attending physician before payment for s	sick leave at 60% pay will be passed
I hereby certify that the above named employee was treated by me on the dates and for the illness noted below:  1) Diagnosis  a. Patient's Symptoms  b. Objective Findings  2) Treatment:  2.  3.  3) Dates of Treatment:  (A) Home  (B) Office  (C) Hospital  I further certify that this illness so incapacitated this employee that he was unable to perform his duties during the following period:  From  To  I make this certification knowing that the above mentioned employee will use it as the basis of an application for sick leave signature  Signature  Signature  M.D.  Address		DOCTOR'S CERTIFICATION	
1) Diagnosis  a. Patient's Symptoms  b. Objective Findings  2) Treatment:  (A) Home  (B) Office  (C) Hospital  I further certify that this illness so incapacitated this employee that he was unable to perform his duties during the following period:  From  To  I make this certification knowing that the above mentioned employee will use it as the basis of an application for sick leave with 60% pay.  Signature  M.D.  Address	ratient's Name	st	
a. Patient's Symptoms  b. Objective Findings  2) Treatment: 1. 2. 3. 3. 3. Dates of Treatment:  (A) Home (B) Office (C) Hospital (C) Ho	I hereby certify that th	e above named employee was treated by me on the dates and for	the illness noted below:
b. Objective Findings  2) Treatment: 1	a. Patient's Sympton	ns	
2) Treatment:  2. 3. 3) Dates of Treatment:  (A) Home  (B) Office  (C) Hospital  I further certify that this illness so incapacitated this employee that he was unable to perform his duties during the following period:  From  To  I make this certification knowing that the above mentioned employee will use it as the basis of an application for sick leave with 60% pay.  Signature  Signature  M.D. Address			
3.  3) Dates of Treatment:  (A) Home  (B) Office  (C) Hospital  I further certify that this illness so incapacitated this employee that he was unable to perform his duties during the following period:  From	2) Treatment: 1.		
A) Dates of Treatment:  (A) Home  (B) Office  (C) Hospital  I further certify that this illness so incapacitated this employee that he was unable to perform his duties during the following period:  From  To  I make this certification knowing that the above mentioned employee will use it as the basis of an application for sick leave with 60% pay.  Signature  Signature  M.D.  Address	2.		
(A) Home  (B) Office  (C) Hospital  I further certify that this illness so incapacitated this employee that he was unable to perform his duties during the following period:  From  To  I make this certification knowing that the above mentioned employee will use it as the basis of an application for sick leave with 60% pay.  Signature  Signature  M.D.  Address	3.		
(C) Hospital I further certify that this illness so incapacitated this employee that he was unable to perform his duties during the following period:  From To I make this certification knowing that the above mentioned employee will use it as the basis of an application for sick leave with 60% pay.  Signature M.D.  Address	3) Dates of Treatment		
(C) Hospital I further certify that this illness so incapacitated this employee that he was unable to perform his duties during the following period:  From To I make this certification knowing that the above mentioned employee will use it as the basis of an application for sick leave with 60% pay.  Signature M.D.  Address	(A) Ho	ome	
(C) Hospital I further certify that this illness so incapacitated this employee that he was unable to perform his duties during the following period:  From To I make this certification knowing that the above mentioned employee will use it as the basis of an application for sick leave with 60% pay.  Signature M.D.  Address	(B) Of	fice	
I further certify that this illness so incapacitated this employee that he was unable to perform his duties during the following From To  I make this certification knowing that the above mentioned employee will use it as the basis of an application for sick leave with 60% pay.  Signature M.D.  Address	(C) Ho	pspital	
I make this certification knowing that the above mentioned employee will use it as the basis of an application for sick leave with 60% pay.  Signature M.D.  Address	I further certify that this i period:	liness so incapacitated this employee that he was upable to	
Signature M.D.  Address Address M.D.	From	To	the following the following
Signature M.D.  Address	24.4.1 00 % pay.	the basis	of an application for sick leave
Address M.D.	9		
7947 6/00 Tel. No		oignatale	M.D.
0347 0/00 IGI. 14O,	0047.0/5	Tal No.	
	0347 8/00	Ю. 140.	

MTA New York City Transit

Manhattan & Bronx Surface Transit Operating Authority

# TO BE PREPARED IN DUPLICATE

# Application for Leave of Absence Due to Illness

DEPARTMENT	RC#/DIVISION	Date	20
ly			Pass No
	A 8 #		
I was unfit for work on accoun because (state nature of disab	nt of illness during this period and roility):	request a paid/unpaid (circ	cle as appropriate) leave of absence
	ult of a service connected incident		
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# Correspondence Sheet

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# MTA/Connections



# Helping the Homeless

MTA/Connections outreach workers connect the homeless to medical, psychological or substance abuse treatment and shelter. With their help, the homeless can find the services they need so they will choose not to return to the subway.



Alert your Supervisor if you see:

- an individual is regularly at a location
- an increase in the number of homeless
  - behavioral or physical changes

Never rouse or scream at a sleeping individual Always be courteous and kind to everyone

Call the Rail Control Center if a homeless person violates NYC Transit's Rules of Conduct.

### TWU SIDE LETTER TO COVID-19 STIPULATION

This Side Letter is to clarify certain items related to the COVID-19 Stipulation of Settlement agreed to by the TWU and the MTA.

- 1. For COVID-19 victims whose passing entitles their surviving spouses to receive the \$500,000.00 death benefit, the MTA will provide medical coverage (COBRA) to the surviving spouses and medical coverage to their dependents to age 26 for a period of three years paid for by the MTA. In instances where there is no surviving spouse, the MTA will provide medical coverage (COBRA) to their dependents to age 26 for a period of three years paid by the MTA.
- Accepting the payment provided for in the Stipulation does not preclude a line of duty death benefit claim under Workers Compensation or prevent the payment of line of duty benefits under the member's NYCERS/OA/MTA Bus/Railroad Retirement Pension.

Dated:

April 14, 2020

New York, New York

For the MTA

For the TWU



# **Retirement Coordinator**

Telephone Number: 718-694-1168

You email them: Your Name:

Title:

Your Pass Number:

Your Phone Number:

Email to: <u>RETIREMENTUNIT@NYCT.com</u> and they will get back to you.

New York NY 10004 2 Broadway



# P. O. O. D. 19. 19. 21. 2

State of New York

Date April 21, 2020

Distribution

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From Patrick J. Foye, Chairman & Chief Executive Officer

Absolute Hiring Freeze

I thank you all for your continued leadership and support during this crisis. As you are aware, the MTA has been closely monitoring and managing the developing COVID-19 pandemic, and has continuously made appropriate adjustments to its operations. The pandemic has also meant significant impacts to the agency's financial condition that require adjustment as well.

proceed with any personnel action relating to hires or promotions will require approval by the agency president and is subject to final review and approval by the Chief People Officer. on a case-by-case basis dependent on critical business need. Any requests to make a new hire, fill a vacancy or Operational adjustments and policy guidance will continue to be made as circumstances require. As part of this, the absolute hiring freeze announced by Paul Fama, Chief People Officer, on March 16, 2020 is hereby extended until further notice. In addition to new hire requests or filling vacancies, this extends to actions project awards, salary plans, assignment differentials, and temporary increases. Exceptions may be considered including promotions, transfers, and any additional or increased compensation, such as acting pay, special

Distribution.

Agency Budget Leads Agency Presidents and Chiefs of Staff
Agency HR Leads Senior Staff









**NOTICE NO. 060-20** 

May 12, 2020

TO:

All Division of Station Environment and Operations Employees

FROM:

David Santoro, Chief Stations Officer, Station Environment and Operations

SUBJECT:

**DEPARTMENT OF SUBWAYS BULLETIN NO. 20-31: REVISIONS TO** 

THE RULES GOVERNING THE CONDUCT AND SAFETY OF THE PUBLIC IN THE USE OF THE FACILITIES OF NEW YORK CITY TRANSIT AUTHORITY AND MANHATTAN AND BRONX SURFACE

TRANSIT OPERATING AUTHORITY (21 NYCRR, Chapter XXI, Part 1050)

All employees who perform work or supervise work on the right-of-way must familiarize themselves with the attached Department of Subways Bulletin No. 20-31. Revisions to the Rules Governing the Conduct and Safety of the Public in the Use of the Facilities of New York City Transit Authority and Manhattan and Bronx Surface Transit Operating Authority (21 NYCRR, Chapter XXI, Part 1050).

A copy of this Notice can be obtained from the Station Environment and Operations' Operations Support and Assignment Center (OSAC) located at 130 Livingston Street, 5<sup>th</sup> 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:

May 13, 2020

TO:

All Subways Employees

FROM:

Jacqueline Kuhls, Vice President & Chief Officer, Operations Support

**SUBJECT: SUBWAYS BULLETIN 20-31** 

Revisions to the Rules Governing the Conduct and Safety of the Public in the Use of the Facilities of New York City Transit Authority and Manhattan and Bronx Surface Transit Operating Authority (21 NYCRR, Chapter XXI, Part 1050)

This is to inform all Subways employees that the NYCT/MABSTOA Rules of Conduct were revised to include the following points:

- Existing NYCTA rules bar "nontransit uses" of the subway system. Amended to provide that a "nontransit use" includes "remaining in the paid fare zone of a particular subway station for more than one hour." [Section 1050.6(c)]
- A new provision that applies only during a Governor-declared disaster emergency relating to public health: No passenger on a subway train may remain on the train or in the station after the train enters a terminal station and passengers have been instructed to leave the train because it is being taken out of service. [Section 1050.6(h)]
- Existing NYCTA rules don't allow anyone to "block free movement" in NYCTA trains, stations, stairways, and platforms. Amended to provide that no one may "interfere with or impede the movement of passengers" or NYCTA or MTA employees in those locations and also in elevators or escalators. [Section 1050.7(j)]
- Existing NYCTA rules bar carrying on or bringing to any NYCTA facility or conveyance items that extend outside the windows or doors, or interfere with passenger traffic, or are dangerous. Amended to specifically bar "any wheeled cart greater than 30 inches in either length or width." Includes shopping or grocery store carts or baskets but excludes any stroller which at the time is being used for children. [Section 1050.9(g)]

The full text of the Rules of Conduct can be found at: <a href="http://web.mta.info/nyct/rules/rules.htm">http://web.mta.info/nyct/rules/rules.htm</a>

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

cc:	S. Librera
	F. Jezycki
	M. Brown
	D. Crichlow
	D. Santoro
	B. Greenblatt
	J. Joyce

P. Kohner J. Santamaria C. Hamann S. Plochochi A. Saha

M. Carrube (SSSA) V. Modafferi (TSO) T. Wilson (SMART) V. Mandile (TCU) M. Cummings (ATDA)

M. Bucceri (UTLO)

K. Moore-Ward T. Utano (TWU)