



BULLETIN

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TO: All Division of Station Environment and Operations Employees

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

SUBJECT: COVID-19 SOCIAL DISTANCING POLICY IN STATION SERVICE BOOTHS



For the protection of all Department of Subways employees and to minimize any possible spread of COVID-19, wearing a mask and social distancing of 6 feet or more is required at all times in station service booths.



No one other than the Station Agent should be in the booth at the same time unless it pertains to proper relief procedures, activities that require more than 1 person to perform safely and properly or under extenuating circumstances.

When conducting the proper relief process, all Agents are expected to be vigilant to ensure accuracy in accounting for booth property and eliminate any unnecessary or non-work-related time in the booth. Under current conditions with no cash in the booth, this process is anticipated to take no more than five minutes to complete.

In order for maintenance/repair of booth equipment and cleaning/disinfecting activities to be completed safely and under COVID-19 guidelines, the Agent must exit the booth prior to the employee who will perform the task enters the booth. If work being performed needs to be discussed, both parties must exit the booth to converse. Below is a list of typical activities where this applies:

- Routine or major duty booth cleaning by CTAs
- Station maintenance repairs (such as cyber locks, lighting, booth glass replacements)
- MOW repairs (such as public-address systems, cameras, air conditioning)
- Contractor repairs (Halon systems, EBCS)
- Managerial or supervisory access (emergencies, weekly inspections)

All employees are reminded to practice social distancing and mask wearing while performing all assigned activities.

A copy of this Bulletin can be obtained from the Station Environment and Operations' Website via TENS Department of Stations' homepage or using the station service booth iPad.