



NOTICE

NOTICE NO. 089-20

August 12, 2020

TO: All Division of Station Environment and Operations Employees 

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

SUBJECT: **UPDATED** **NEW YORK STATE TRAVEL ADVISORY ORDER – LEAVE USAGE**

As per the attached Department of Subways Bulletin No. 20-44: New York State Travel Advisory Order – Leave Usage and directives below, all employees entering New York from a state with a positive test rate higher than 10 per 100,000 residents, or higher than a 10% test positivity rate, over a seven-day rolling average, will be required to quarantine for a period of 14 days consistent with Department of Health regulations for quarantine.

All Employees are required to follow the below process if they plan to travel to one of the quarantine states so that their quarantine status can be tracked:

VERY IMPORTANT **Before Travel:**

- **Step 1.** Notify your Supervisor. Maintenance personnel also notify your shop
- **Step 2.** Call OSAC
 - CTA's, Station Agents, and Station Maintainers call respective OSAC Zone Desk.
 - Station Supervisors and Maintenance Supervisors, call OSAC Superintendents' Desk at (718-521-3249,3250).
 - Managers, Administrative, and Professional Technical personnel call OSAC Superintendents' Desk at (718-521-3249,3250).

VERY IMPORTANT **After Travel: Upon return to New York State, New Jersey, and Connecticut.**

- **Step 3.** Gather travel documentation (i.e., boarding pass, travel reservations, written statement if travel documentation is not available).
- **Step 4.** Call the MTA COVID Hotline at (646-252-1010) to obtain a reference number.
- **Step 5.** Call OSAC
- **Step 6.** Wait for a Stations Call Center Representative to call you and approve your return to work with a return to work date.
- **Step 7.** Call the MTA COVID Hotline at (646-252-1010) after your 14-day quarantine 24hrs before returning to work and obtain a reference number

Per Executive Order 205, employees who intend to travel to or are currently in a “Quarantine State” (see the list on next page) for more than 24 hours are expected to self-quarantine upon return to New York State, New Jersey, and Connecticut.

QUARANTINE STATES

CURRENT QUARANTINED STATES
Alabama, Arkansas, Arizona, California, Florida, Georgia, Hawaii, Iowa, Idaho, Illinois, Indiana, Kansas, Kentucky, Louisiana, Maryland, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, North Carolina, North Dakota, Oklahoma, Puerto Rico, South Carolina, South Dakota, Tennessee, Texas, Utah, Virginia, Virgin Islands, Washington, Wisconsin

DATE REMOVED	STATE
July 14, 2020	Delaware
August 4, 2020	Delaware, District of Columbia (DC)
August 11, 2020	Alaska, New Mexico, Ohio, Rhode Island

DATE RE-ADDED	STATE
July 21, 2020	Delaware

DATE OF QUARANTINE	STATE
June 24, 2020	Alabama, Arkansas, Arizona, Florida, North Carolina, South Carolina, Texas, Utah
June 30, 2020	California, Georgia, Iowa, Idaho, Louisiana, Mississippi, Nevada, Tennessee
July 7, 2020	Kansas, Oklahoma
July 7, 2020	Delaware
July 14, 2020	New Mexico, Ohio, Wisconsin
July 21, 2020	Alaska, Indiana, Maryland, Missouri, Montana, North Dakota, Nebraska, Virginia, Washington, Delaware
July 28, 2020	Kentucky, District of Columbia (DC), Minnesota, Illinois, Puerto Rico
August 4, 2020	Rhode Island
August 11, 2020	Hawaii, South Dakota, Virgin Island

States vary based on the most recent COVID tracking data for the most recent information Visit the New York Department of Health's website: <https://coronavirus.health.ny.gov/covid-19-travel-advisory>.



Affected employees may be eligible to have their quarantine covered under the NYS Quarantine Leave Law, employees who are approved for telework will not qualify for this leave. Employees who traveled to one of the Quarantine States after the June 25 Executive Order or after a state is added to the list of Quarantine States, will be required to utilize leave balances if not approved to telework. Employees that travel to states that are subsequently added to the list are required to follow all protocols currently in effect.

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

Attachments:

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