

SHEET METAL / AIR / RAIL / TRANSPORTATION



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**GENERAL COMMITTEE OF ADJUSTMENT 505**  
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**March 11, 2020**

**To All Members**  
**SMART Transportation Division**  
**GCA 505 – Locals 29, 645, 645B, 722, 1831**

**Re: COVID-19**

**Dear Brothers and Sisters:**

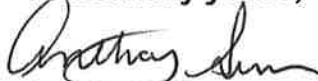
**Our Organization has been working around the clock with the Agency to ensure the safest work environment possible during this Corona Virus concern. Constantly changing information has been reported 24/7 through both National and Local news outlets. All of the common sense precautions and messages conveyed by the Agency are summarized in notices and letters enclosed in this document which follows the letter you are reading.**

**Make no mistake; we are working around the clock to take on countless case by case issues and concerns needed to be addressed while we continue to fulfill our responsibilities in moving the riding public. Your safety will remain our highest priority, while we continue to adjust and modify actions needed moving forward. I am in constant communication with Agency leaders, including President Eng and the department heads, as we tackle this historic situation. We need to remember risks still remain low and we should exercise caution, calm and professionalism as we do what we do best for the riding public.**

**PLEASE CLICK ON THIS LETTER OR WHERE NOTED ON THIS WEB PAGE FOR MORE INFORMATION PERTAINING TO THE VIRUS, FOR CORESPONDENCE FROM THE CARRIER AND OTHER SITES AVAILABLE FOR MORE INFORMATION AND UPDATES.**

**Thank you for your continued dedicated service during this national emergency and trust that we are engaged and on top of whatever is necessary to get us through this.**

**Fraternally yours,**

  
**Anthony Simon**  
General Chairman



## Corporate Safety Notice

**DATE:** March 9, 2020  
**TO:** ALL LIRR EMPLOYEES  
**FROM:** Paul Manske, Deputy Chief Safety Officer  
**SUBJECT:** COVID-19 - Use of Kronos® Biometric Time Clocks

Employees have expressed concern about ways to guard themselves from exposure to the COVID-19 virus. Questions have been raised about potential exposure from using the Kronos® biometric clocks, which require touching with a finger to log in and out.

The Center for Disease Control (CDC) has provided information that the COVID-19 virus is thought to spread mainly from person-to-person; between people who are in close contact with one another (within about six feet); and through respiratory droplets produced when an infected person coughs or sneezes.

On the Kronos® clocks, the biometric scanning surface is hard and impervious, and poses no more risk of exposure than the many other surfaces we all touch in our daily activities, including door handles, elevator buttons, escalator and stair railings, etc.

To guard yourselves from potential exposures, the CDC instruction for personal hygiene includes frequent hand washing with soap and water (or hand sanitizer), and avoiding touching of the eyes, mouth, and nose. These measures are adequate to protect against exposure through contacting the surfaces as described above – including the Kronos® Clocks. Our Stations Department has enhanced their cleaning of stations and employee spaces and this includes sanitization of the Kronos® Clocks.

Wall-mounted Purell® brand hand sanitizer units have been installed at many clock locations, with more to follow.

Important Note: The Purell Hand Sanitizer is provided for use **after** utilizing the Kronos® Clocks.

If you have any questions, contact your department safety representative or Corporate Safety through the Safety One Call Phone Number (347) 494- SAFE (7233) and select Prompt 9.

# Memorandum



**Metropolitan Transportation Authority**

State of New York

**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 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.



March 6, 2020

Dear Colleagues,

Protecting the health and safety of you, our employees, as well as the public, remains our everyday focus. We're continuing to monitor closely the Coronavirus (COVID-19) outbreak both in our region and around the world, and we will continue to keep you informed on new developments as well as the information and resources necessary to reduce the risk of infection and to keep our stations, train cars, and employee facilities as germ-free as possible.

While there have been confirmed cases reported in New York State and Nassau County this week, to date, there are no confirmed cases of employee exposure to the virus. We are taking proactive measures to maximize safety and cleanliness across our network, including enhanced cleaning of stations, train cars, and employee work facilities, as well as dispensing supplies of hand sanitizers and anti-bacterial wipes.

As the virus continues to be of significant international concern, we remain committed to working with our Labor Partners, and MTA leadership is in close consultation with our federal, state and local government partners, including the National Centers for Disease Control (CDC) and the New York State Commissioner of Health, concerning the virus and the recommended actions we can take to protect against it.

The CDC strongly recommends these simple everyday actions to help prevent the spread of respiratory diseases, including COVID-19:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick. If you have a fever, you should stay home and seek medical attention – and you should remain home until you are fever-free for 24 hours before returning to work.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.

*The agencies of the MTA*

- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
  - Please note that the CDC does not recommend that people exhibiting no symptoms of illness wear a facemask for protection against respiratory diseases, including COVID-19.

You can learn more about COVID-19 and the efforts we are taking by referring to the attached PDF which contains links to webpages maintained by the CDC and New York State Department of Health, as well as documents in the MTA's Coronavirus Message Archive.

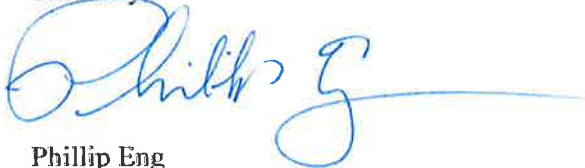
As we continue to deliver daily train service for hundreds of thousands of customers, it is important to rely on facts and guidance from the CDC regarding this illness. According to the CDC:

The odds of getting sick from coming into casual contact with an infected person is 1%. Higher risks come with prolonged close contact with infected persons, such as household members. We are much more likely to get the flu or measles than COVID-19.

Most persons who get sick with COVID-19 do not have serious illnesses. Typically, an infected person has a mild respiratory illness – fever, cough or shortness of breath. People at risk for more serious disease are those over 60 years of age or those with underlying chronic health conditions, such as diabetes, heart disease or a decreased immunity.

Thank you all for your tremendous effort as we continue to provide safe, reliable transportation services to our customers. There is nothing more important to me or to the entire MTA organization than keeping yourselves, your co-workers, and our customers safe. It never ceases to amaze me how the men and women of the Long Island Rail Road consistently rise to the myriad challenges we confront day after day to keep our system running safely for the millions who call Long Island their home.

Sincerely,



Phillip Eng  
President



## MTA Employee Updates: COVID-19, March 2020

Coronavirus is an umbrella term for a host of common viruses. COVID-19 is the current variety first identified in China in late 2019. Though cases have been confirmed in New York State, and more are anticipated, any risk to MTA employees remains low.

Below are related MTA messages sent to MTA employees or the public as of this date. You can find more information at the [Centers for Disease Control](#) (CDC) and the New York State [Department of Health](#) (DOH).

As the CDC advises, the best preventive measures remain commonsense hygiene, including:

- Wash hands often with soap and water for 20 seconds or more.
- If soap and water are unavailable, use hand sanitizers with at least 60 percent alcohol.
- Avoid touching your eyes, mouth, and nose. Break that habit!
- Avoid close contact with people who are sick.
- If you have flu-like symptoms, use sick leave to remain at home.

### MTA Employee and Public Messages on COVID -19

- [MTA public website news "Precautions Against the Coronavirus"](#)
- [Message from the NY State Commissioner of Health, Mar 3, 2020](#)
- [Message from the MTA Chief Safety Officer, Mar 3, 2020](#)
- [MTA Press Transcript with the MTA Chairman & CEO and the MTA Chief Safety Officer, Mar 3, 2020](#)
- [Message from the MTA Chief Safety Officer, Feb 28, 2020](#)
- [MTA Press Release, "Agency-Wide Precautionary Measures," Mar 2, 2020](#)
- [MTA Press Release, "Update on Precautions Against Coronavirus," Feb 27, 2020](#)
- [Message from the MTA Chief Safety Officer, Feb 4, 2020](#)

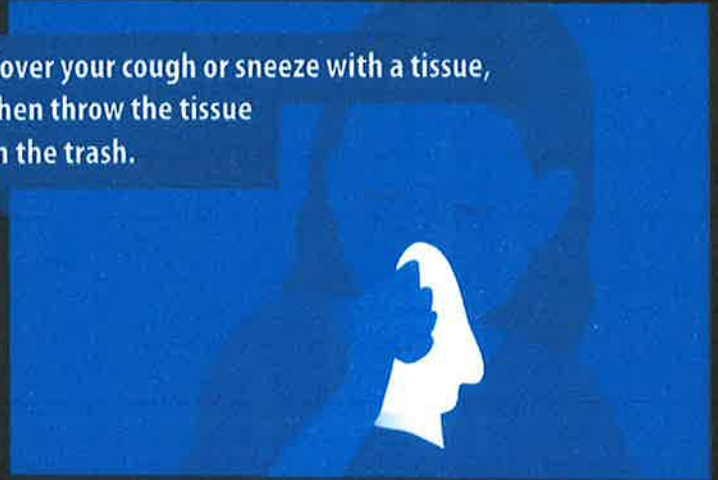
# STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

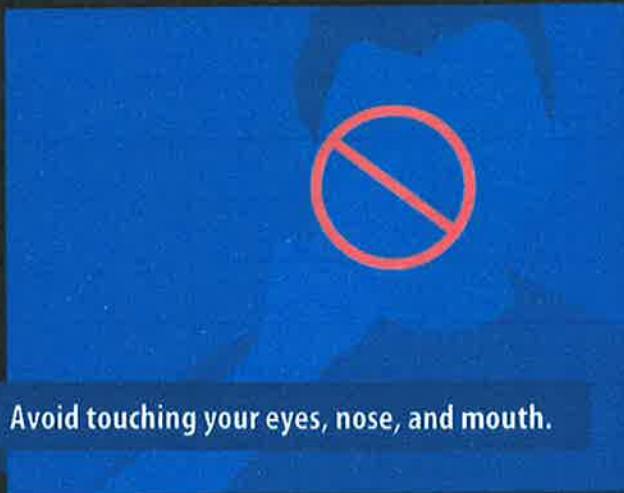
Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



For more information: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)