MTA protocols for COVID-19 exposure (revised 3.25.20)

What to do if... a consultant/contractor is sick

C/C employee does not exhibit the symptoms of COVID-19

C/C employee goes on sick leave, per standard company protocol

C/C employee exhibits the symptoms of COVID-19

C/C employee:  
- Goes home  
- Informs their supervisor  
- Calls the Contractor/Consultant Hotline  
- Seeks medical care  
- Gets tested for COVID-19

C/C employee goes on sick leave, per standard company protocol

C/C employee tests negative

C/C employee tests positive

C/C employee:  
- Returns to work or goes on sick leave, per standard company protocol  
- Calls the C/C Hotline, which informs the supervising agency/department

C/C employee:  
- Goes/stays home  
- Seeks medical care  
- Informs their supervisor  
- Calls the C/C Hotline, which informs the supervising agency/department  
- Remains out of work for 14 days from the date of last positive diagnosis  
- Does not return to work until cleared by their company

Consultant/Contractor COVID-19 health hotline:  
(877) 377-7059

Symptoms to look out for include fever, cough, shortness of breath and a lost sense of smell/taste

Hotline:  
- Calls C&D Duty Officer  
- Emails specified agency personnel

Duty officer:  
- Coordinates with relevant project staff to ensure appropriate actions for the project site are taken  
- Contacts the Hotline to close out the call

Consultant/Contractor company:  
- Quarantines all employees whose workspace is within 6 ft. of the sick employee, and those with prolonged close contact (>10 min) for 14 days  
- Continues advancing the project to the maximum extent possible

Consultant/Contractor company:  
- Clears and disinfects the workspace of their sick employee, per the company's safety plan (workers may reenter the area once cleaned)
What to do if... a consultant/contractor had contact with a confirmed COVID-19 individual

- **Contact was indirect and employee is asymptomatic**: No further action is taken.
- **Contact was close and prolonged (e.g. spouse, caregiver, coworker)**:
  - **C/C employee**:
    - Goes home
    - Informs their supervisor
    - Calls the C/C Hotline, which informs the supervising agency/department
    - Monitors themselves for symptoms over a 14-day period
  - **C/C employee is still asymptomatic at the end of the 14-day monitoring period**: No further action is taken.
  - **C/C employee develops symptoms**: C/C employee follows protocol for C/C employees who exhibit symptoms of COVID-19 (see p. 1).

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Other scenarios for contractor/consultants

If C/C employee has recently traveled to a Level 2 or Level 3 country as designated by the CDC (including layovers)

C/C employee:
- Calls the C/C Hotline and provides the details of their travel, including their return date to U.S.
- Monitors themselves for symptoms over a 14-day period
- Remains out of work for 14 days from day of return even if not designated to quarantine by a U.S. official

If C/C employee was directed to quarantine by Federal/State/Local Authorities

C/C employee:
- Calls the C/C Hotline and provide the details of their quarantine
- Remains out of work for the duration of the quarantine, or until they are symptom-free for 14 days, whichever is later

If C/C employee was in close contact with someone ordered to quarantine, but that person had no symptoms

C/C employee:
- Continues to go to work
- Monitors themselves for symptoms over a 14-day period

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