

# Memorandum



**Metropolitan Transportation Authority**

State of New York

**Date July 29, 2021**

**To All Employees**

**From Patrick T. Warren, Chief Safety & Security Officer**

A handwritten signature in blue ink, appearing to read "Patrick T. Warren".

**Re Update to 2021 Revision: MTA All Agency Mask Usage and Social Distancing Guidance**

In accordance with recent Centers for Disease Control and Prevention (CDC) recommendations dated July 27, 2021, that were issued in response to new evidence on the B.1.617.2 (Delta) variant currently circulating in the United States, the following are revisions to mask-wearing and social distancing requirements while employees are within MTA indoor facilities (offices, crew rooms, depots, barns, stations, non-revenue vehicles, etc.).

**Fully Vaccinated Definition:** An individual is considered fully vaccinated two weeks after having received both doses of a two-shot vaccine regime (i.e. Pfizer or Moderna) or a single shot regime (i.e. Johnson & Johnson).

**Social Distancing Definition:** A minimum of 6-foot separation between individuals.

## Guidelines:

1. **NEW:** Masks are required to be worn by individuals within MTA facilities (i.e. offices, crew rooms, depots, barns, stations, non-revenue vehicles, etc.), whether an individual is vaccinated or not, if the MTA facility is within an area that was rated as an area where the level of COVID-19 cases are measured as “high” or “substantial”. (See link [https://covid.cdc.gov/covid-data-tracker/?source=email#cases\\_community](https://covid.cdc.gov/covid-data-tracker/?source=email#cases_community) for current level ratings by location). Currently, NYC’s five boroughs, Long Island and parts of Westchester and Putnam counties are rated at high or substantial COVID-19 positivity rate. We expect that the list of areas that the CDC rates as being at “high” or “substantial” risk of COVID-19 transmission will be periodically reviewed and updated. Although we will not revise this policy every time the CDC list is updated, we will keep our employees advised of any changes to the list so that they can adjust their mask wearing practices accordingly. Within “high” or “substantial” rated areas:
  - a. Masks are required to be worn in all common areas (hallways, lobbies, pantries, conference rooms, breakrooms, restrooms, classrooms, locker rooms, elevators, etc.).
  - b. Masks can be removed in private offices and in cubicles where social distancing (6’) is maintained.
  - c. Within offices, where all parties are known to be vaccinated, masks are not required.

- d. All employees and contractors, regardless of vaccination status, must always carry an approved face covering while on MTA property. Masks will be provided by MTA upon request.
2. Mask are not required to be worn at outside locations (e.g. outdoor stations, outdoor right-of-way, and yards.) regardless of vaccination status. Non-vaccinated employees are encouraged to continue to wear masks outside, particularly if they cannot sustain social distance.
3. Employees and contractors are not required to provide proof of vaccination status in the workplace as a general rule. However, they may be asked about vaccination status in connection with contact tracing and assessing whether they need to self-isolate. (Note: Contractors may establish their own policies requiring proof of vaccination from their own employees.)
4. Employees and contractors, regardless of vaccination status, are still REQUIRED to wear masks while inside our transportation systems, including trains, buses, indoor train/subway stations, indoor terminals, etc.
5. Employees must respect all employee and contractors' decisions to continue to wear masks and engage in physical distancing. (Note: Contractors may establish more restrictive policies for their own employees.)
6. At the publishing of this document, the Federal Railroad Administration requires employees and contractors on MNR and LIRR properties to continue to wear masks while inside maintenance shops, regardless of vaccination status.
7. Regardless as to if a location is designated as "high" or "substantial" for COVID-19 positivity, masks are to be worn by employees and contractors that are not fully vaccinated/unknown vaccination status while indoors or in non-revenue vehicles and if they cannot maintain social distancing.
8. All employees and contractors need to continue proper hand hygiene.
9. All employees and contractors should continue their daily self-health screening for COVID-19 symptoms prior to and immediately upon entering the workplace. If employees and contractors are sick, they must stay home and follow guidance from their medical professionals.
10. Location temperature screening is no longer required, however MTA and its Agencies may continue temperature screening in select critical locations (e.g., control centers, etc.) in addition to the daily self-health screening for COVID-19 symptoms that employees and contractors should do prior to coming to work.
11. Agencies may increase mask and social distancing requirements at employee work locations as required.