

## COVID-19 What We Know and What To Do

- COVID-19 is a virus within the family of viruses known as coronavirus.
- The incubation period after exposure is up to 14 days.
- Most individuals who are infected by this virus are ill for two weeks with some experiencing symptoms from 3 – 6 weeks.
- Individuals who have contracted COVID-19 may experience no symptoms at all, experience a mild cold, or have a fever, cough, and shortness of breath.
- Individuals who are feeling ill or who have been directed by a healthcare provider to self-quarantine should not report to work and should contact HR/Medical as directed below. An MTA HQ 24/7 Hotline for employees is coming shortly. As soon as we have the phone number, we will send a communication to all employees.
- Individuals who are not feeling well should consult with their healthcare provider to determine the nature of their illness and the proper course of treatment. It is important to note that we are still in the midst of flu and allergy season.
- Individuals at risk of developing the most severe symptoms that could result in death are older adults and people who have severe underlying chronic conditions like diabetes, heart or lung disease. Employees should consult their medical provider to determine their level of risk if they have a chronic underlying condition.
- Individuals may be quarantined or isolated based on direction from a public health official or medical provider.
- According to CDC, the COVID-19 virus is thought to be spread mainly from person to person:
  - Between people who are in close contact with one another (within about six feet).
  - Through respiratory droplets produced when an infected person coughs or sneezes.
- Employee work locations including tenant spaces are being sanitized by the Stations Department or third parties.
- Employees are encouraged to conduct meetings remotely as practical via phone or videoconference as example.
- **An employee who:**
  - **Traveled to a location deemed at risk**
  - **Lives with someone who is quarantined**
  - **Otherwise feels they have been exposed**
  - **Is diagnosed with COVID-19**

**Should contact, at this moment, HR Department Representative –Janett Ramos- Manager of Employee Services at (347) 494-6281. \*\*\*If Janett Ramos is not available after business hours, the employees may contact the MTA OHS Nurse at 347-494-6283. A nurse will be available until 10 PM, Monday – Friday and 9 AM – 12 Noon Saturday/Sunday. An MTA HQ 24/7 Hotline is being implemented shortly.**

- If Medical determines that the employee should not return to work, the employee’s department is contacted. In consultation with Corporate Safety, locations will be cleaned and disinfected using current CDC protocols.
- High touch surfaces like counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and railings should be disinfected with a cleaning spray or wipe. Product labels will provide instruction for the safe and effective use of the product including any precautions that could be taken. This includes what PPE and ventilation may be required.
- For questions regarding cleaning and cleaning products, contact Paul Manske (347) 494-6027 or Bill Keenan (718) 558-3650.