

Memorandum



REMINDER: Return to Work Training Due July 31

Colleagues:

We are looking forward to welcoming you back to the workplace. If you have not already done so, please **complete the New York State mandated compliance training before the July 31 deadline**. All employees must complete the training.

The 20-minute training is available in a variety of formats. Speak with your manager about which of these options is right for you:

- Accessing the MTA Portal's "My Learning" section online
- Participating in a toolbox talk at the start of your shift
- Reviewing bulletins as per departmental policy
- Connecting with your agency training coordinator

Overtime is not available for this training.

Completing the training will help you understand our health protocols before you come to work and while you are at the workplace. Colleagues working throughout the pandemic will understand what has changed in the workplace and their responsibilities before reporting to work. It will be beneficial and helpful to protect you from COVID-19.

Note: If you completed the RTW training module posted before June 26, you do not have to retake it. You will be credited.

Thank you for helping to make the MTA a safe and healthy place to work.



Paul Fama,
Chief People Officer