

# Memorandum



August 18, 2020

Dear Colleagues:

The following guidance applies to all agencies' employees, both represented and non-represented, with the exception of MTA Police and MTA C&D, which may be required to follow different procedures based on operational necessity. This guidance sets forth leave that will be allowed in the circumstances of non-essential domestic and international travel, contact with a verified positive person at work, and being sent home due to a fever. It is intended to be read in connection with my April 24, 2020, memo concerning the applicability of the Emergency Paid Sick Leave Act (EPSLA) and the New York State COVID-19 Paid Sick Leave Law (NYSCPSL) and MTA Administrative Leave and supplements my June 26, 2020, memo regarding the travel advisory for certain states.

## **1. Travel Scenarios**

The following applies to asymptomatic employees only (those with symptoms may qualify for EPSLA, as set forth in the April 24, 2020, memo).

### **All non-essential international travel (regardless of the destination):**

Employees must self-isolate for 14 calendar days upon return from the destination. If they are able to telecommute with approval of their supervisor, telecommuting is allowed for the 14 calendar days. If employees are not able to telecommute, they must use their leave balances to cover the applicable workdays during the 14 calendar days they are self-isolating. Employees may use any available type of leave day (sick, personal, OR vacation – for example) to cover the self-isolation period.

Using Administrative Leave for international travel related reasons due to exceptional circumstances may be considered on a case by case basis, which is in the discretion of the Agency HR Lead. 2

### **All non-essential domestic travel to states on New York's quarantine list:**

As set forth in my memo dated June 26, 2020:

"For employees who travel to one of the Quarantine States after the June 25 Executive order or after a state has been added to the list of Quarantine States, they will be required to use leave balances if they are unable to telework [during the self-isolation period]. Exceptional circumstances will be considered on a case-by-case basis."

This guidance remains unchanged, however, consistent with the above rules for international travel, if employees are not able to telework, they must use their leave balances to cover the applicable workdays during the 14 calendar days they required to self-isolate. Employees may use any available type of leave day (sick, personal, OR vacation – for example) to cover the self-isolation period. And, using Administrative Leave for travel related exceptional circumstances will be considered on a case-by-case basis, at the discretion of the Agency HR Lead.

## **2. Employees who reside in a Quarantine State:**

Employees who reside in a quarantine state and who are required to come to work due to being an essential worker, will continue to report to work with the following requirements:

- Employee receives a COVID test on a weekly basis. Employee must contact the Hotline to arrange for testing with OHS.
- On a daily basis, employees will call the hotline and complete a questionnaire concerning their symptoms, travel, and whether they have been exposed to COVID positive persons. OHS will instruct the employee based on the questionnaire.

## **3. Employees sent home by MTA due to contact with a Verified COVID positive individual at work.**

Employees will be given Administrative Leave for two weeks (14 calendar days), if they have not yet used up their Administrative Leave.

Once Administrative Leave is exhausted, employees may use any leave days (sick, vacation, or personal – for example) available.

The Agency may advance leave balances in the form of vacation days, up to 10 days of leave, if the employee runs out of leave balances.

## **4. Employee is sent home by MTA with a fever**


Employees sent home by MTA when a fever (of 100.0 or more) is detected at a screening should be advised that they have up to 3 days to get tested and provide results with a rapid test.

Employees should call their healthcare provider for evaluation and report results to the hotline.

During the 3 days that the employee must get a rapid test and results, MTA will cover the employee's time with Administrative Leave even if the employee has exhausted their Administrative Leave. If negative, the employee may report to work. If positive, the employee may be eligible for EPLSA or other leave.

As a reminder, you should continue to self-screen for COVID-19 symptoms *prior* to departing home for work. Should you have any symptoms, do not report to work; notify your supervisor and contact your healthcare provider.

Thank you, and stay safe.



Paul Fama  
MTA Chief People Officer