



Protocol for Working at the MTA Office

- Effective immediately, all work at the MTA office must be preapproved by the executive director in writing.
- Stay home when you are sick, do not request permission to work at the office.
- Disinfecting wipes, hand sanitizer, latex gloves and tissues are located on the receptionist ledge.
- Cover your coughs and sneezes with a tissue, then throw the tissue in the trash.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not available, use hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Keep a six-foot distance between yourself and any other employee in the building.
- Clean all surfaces and objects before and after touching, including door handles, copier keypad, postage machine, faucets and alarm panel.
- Do not use other workers' phones, desks, offices, or other work tools and equipment, when possible.
- When handling incoming mail, wear latex gloves and wash hands when finished.