



**\*REVISED\***

April 16, 2020

**POST UNTIL FURTHER NOTICE**

To: All Employees

Subject: **MANDATORY USE OF FACE COVERINGS**

Effective April 15, 2020, Department of Bus (DOB) and MTA Bus (MTAB) employees whose duties and responsibilities are in direct contact with NYC Transit customers, and for any and all DOB/MTAB employees (all titles) who cannot maintain six feet distance from other individuals in the course of their duties, must wear social distancing face coverings. In all other cases, DOB/MTAB employees are strongly encouraged to wear face coverings.

As ordered by **New York State Covid-19 Executive Order # 202.16**, “all essential businesses and entities with employees present in the workplace must provide them with face coverings and employees must wear face coverings when in direct contact with customers or members of the public”.

DOB/MTAB employee titles with direct contact with customers:

- Bus Operators
- Road Dispatchers
- Road Managers
- Central Road Service Maintainer

# Mandatory Use of Face Coverings

April 16, 2020

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This policy will remain in effect until further notice. MTA employees can request a mask from their location management.



Aileen White  
Chief Transportation Officer



George Menduiña  
Vice President &  
Chief Facilities Officer



Linda Fernandez  
Chief Officer  
Safety & Environmental Management



Frank Annicaro  
Chief Officer  
Central Maintenance Facility,  
Acting Chief Maintenance Officer

Attachments: (1) *Safety Advisory (20-1) - Mandatory Use Of Face Mask Coverings*

(2) *Safety Notice – COVID-19 Response Proper Voluntary Use Of Masks*

(3) *Appendix D - Information For Employees Using Respirators When Not Required Per 29CFR1910.134*

(4) *Use Of Cloth Face Coverings To Help Slow The Spread of COVID-19*

Supersedes 20B-027

**POST ON ALL BULLETIN BOARDS**  
**NEW YORK CITY TRANSIT/MTA BUS**  
**DEPARTMENT OF BUSES**

**SAFETY ADVISORY**

Advisory Number 20-1

April 2020

***MANDATORY USE OF FACE COVERINGS***

**Mandatory Face Coverings Policy**

Effective immediately, all Department of Bus (DOB) employees whose duties and responsibilities are in direct contact with NYC Transit customers and for any and all times DOB employees (all titles) cannot maintain six feet distance from other individuals in the course of their duties must wear social distancing face coverings. In all other cases, DOB employees are strongly encouraged to wear face coverings.

DOB employee titles with direct contact with customers:

- Bus Operators
- Road Dispatchers
- Road Managers
- Central Road Service Maintainer

**Face Coverings Guidance**

All DOB employees are governed by the attached Facemask Use Policy Safety Notice developed by the MTA based upon recommendations from the Centers for Disease Control and Prevention (Attachment 1).

For social distancing purposes, N95 and KN95 masks can be used, though they must be re-used, up to a maximum of five days, due to the limited supply of these masks. The attached policy provides guidance on use and instructions for re-use. Surgical masks can also be used for social distancing purposes.

Employees may choose to wear their own face covering for social distancing purposes. Facial coverings are considered adequate if they cover an individual's nose and mouth and prevent the transmission of droplets onto a surface or another individual. The masks must not interfere with the use of other mandatory PPE, such as safety glasses or create other hazards, such as loose ends that can be snagged by moving machine parts. Refer to the attached guidance from the CDC (Attachment 2).

Note that the attached Safety Notice does not apply to tasks that currently involve use of N95 respirators as PPE. Use of masks for such tasks should follow established protocols.

A copy of NYCT Policy Instruction 10.9.2 Respiratory Protection, Appendix D is also attached and must be reviewed by all employees who wear N95 and KN95 masks (attachment 3).

# Safety Notice

## ***COVID-19 RESPONSE – PROPER VOLUNTARY USE OF MASKS***

The following procedure is based on the CDC (Centers for Disease Control and Prevention) recommendations for voluntary mask use. If you chose to voluntarily wear a mask in response to COVID-19, please follow the guidelines below (Note: This does not apply to tasks that currently require N95/R95 respirators as PPE for respiratory protection).

### **Surgical Mask (Single Use Only)**

- Clean hands with soap and water or an alcohol-based hand sanitizer before and after touching, adjusting, or removing.
- Avoid touching the inside of the mask.
- When putting on place mask over nose and mouth and secure elastics or straps.
- Avoid touching front of mask when removing.
- Masks should be discarded as regular waste after daily/single use.

### **N95/KN95/R95 (Limited Reuse Permitted – up to 5 days)**

- Clean hands with soap and water or an alcohol-based hand sanitizer before and after touching, adjusting, or removing.
- Avoid touching the inside of the mask.
- To wear, place mask over nose and mouth, ensure tight seal and adjust elastic or cloth straps/bands to secure mask in place.
- Minimize taking the mask on and off.
- Avoid touching front of mask when removing.
- Frequent touching of your face while wearing mask will defeat its protective effects.
- Sanitize interior and exterior of mask by using approved disinfectant wipes or soft cloth after each use, do not saturate mask with any liquid.
- Store mask separately in a clean, breathable, and labeled container such as a paper bag or container between uses. Storage containers should be disposed of or cleaned with the same frequency as the mask.
- To ensure the mask is reusable, inspect edges, form, surface, elasticity of band(s)/straps, and ensure fit has not degraded.
  - Discard mask if it becomes damaged or hard to breathe through
  - Discard mask immediately following close contact with an individual confirmed to have COVID-19.
- After reusing for up to five days' of use, discard mask as regular waste.
- Masks must only be used by a single wearer (Do not share masks).

***SEE THE MTA – COVID 19 RESOURCE CENTER FOR ADDITIONAL INFORMATION***

**INFORMATION FOR EMPLOYEES USING RESPIRATORS  
WHEN NOT REQUIRED PER 29CFR1910.134**

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

# Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

## How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

## CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

## Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

Yes. They should be routinely washed depending on the frequency of use.

## How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

## How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.

