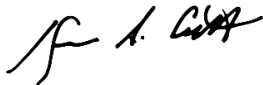


Policy Number 3.36A	Supersedes Supplements Policy 3.36	Effective Date April 28, 2020
Manual	Source	Key Subject COVID-19
Title Supplement to Communicable Disease in the Workplace Policy		
Applies to The provisions in this Policy supersede and/or supplement certain provisions in Policy 3.36		

I. PURPOSE

The purpose of this Supplement to Policy 3.36 is to provide revised Employee, Supervisor, and Manager responsibilities and procedures for reporting instances of COVID-19 and to set forth procedures for returning to work. In addition, this Supplement provides operational provisions, in accordance with Governor Murphy’s Executive Order No. 125 (2020). Nothing in this policy prevents the Incident Commander from issuing additional directives as necessary to ensure health and safety of employees and customers. This policy will be activated/de-activated by the Incident Commander overseeing the pandemic response in accordance with the Governor’s Executive Order(s).

II. CROSS-REFERENCES

- Executive Order 125 (2020)
- Center for Disease Control and Prevention (CDC) Guidance (See CDC.gov)
- NJ TRANSIT Policy 3.36

III. EMPLOYEE RESPONSIBILITIES

1. For purposes of reporting school closure, quarantine and/or testing positive for COVID-19, employees must call the NJ TRANSIT 24-hour hotline at (888) 890-0729. After the call is taken, the employee may then email test results, quarantine orders and doctor’s notes to Medical@NJTransit.com. The following information is required in every employee email to ensure processing:
 - Name
 - Employee ID
 - Job title
 - Business line (Bus/Rail/Access Link/Light Rail/Corporate/Police)
 - Agreement position or in a Non-Agreement position
 - Employee’s first date out of work.

2. The employee should then notify their Supervisor or Manager that they will be out of work and the expected duration of their leave. Agreement employees must follow rules of their contract regarding notification of absence.
3. If an employee was out for precautionary measures only---they were exposed, but did not and never did develop symptoms, then the initial quarantine period just expires, and the employee must contact NJ TRANSIT's 24-hour coronavirus hotline at (888) 890-0729 and advise of their return to work date at least 3 days in advance of their return date in order to obtain an MD-40 (Work Status Form).
4. If the employee was out for quarantine because they tested positive or was diagnosed symptomatically positive, Medical Services will need a note from the employee's Health Care Provider clearing them to return to work. The employee must first call the NJ TRANSIT 24-hour hotline and advise of their upcoming return to work. After checking in on the hotline, the employee should then email the note from the employee's Health Care Provider, remembering to include all the identifying information set forth in paragraph 1., above, and then notify their Supervisor or Manager to confirm their date to return to work.
5. Employees are required to wear face coverings while working at all NJ TRANSIT locations whenever they are likely to encounter others, except when doing so would inhibit the employee's health. Additionally, it is the responsibility of all NJ TRANSIT personnel who bring vendors/contractors onto NJ TRANSIT property to ensure that they are also in compliance with this Policy.
6. Employees who have questions concerning how they will be paid or how they have been paid must contact their timekeeper and/or supervisor with their questions.

IV. SUPERVISORY RESPONSIBILITIES

1. Supervisors and Managers should not contact Medical Services to report an employee quarantine or positive test, unless the employee is unable to contact the hotline themselves. (This supersedes NJ TRANSIT Policy 3.36).
2. In the event an employee passes away from COVID-19, a Supervisor or Manager must report this information to their Executive Management Team member. It will be the responsibility of the Executive Management Team member to notify Medical Services.
3. Notifications of COVID-19 positive cases will be issued by the Incident Command by disseminating notice to geographic locations where an employee has received a confirmed positive diagnosis of COVID-19 that has been officially reported to NJ

TRANSIT. This supersedes section IV., Medical Service Department Responsibilities #3.

4. NJ TRANSIT Management reserves the right to contact the employee from time to time while the employee is on leave to check on the status of the employee and confirm the employee's anticipated return to work date.
5. Supervisors who have questions concerning timekeeping may contact Human Resources or Payroll, as appropriate.

V. CDC GUIDANCE

NJ TRANSIT continues to follow the guidance issued by the Centers for Disease Control and Prevention (CDC). Since CDC guidance is constantly evolving, employees can obtain the most current CDC guidance at <https://www.cdc.gov>.

VI. OPERATIONAL PROVISIONS IN ACCORDANCE WITH E.O. 125

In accordance with E.O. 125, the NJ TRANSIT Coronavirus Task force will issue directives to ensure the safety, security and privacy of all NJT employees and customers. Operational directives will be made in accordance with E.O. 125 and CDC guidelines.