

1. If an Employee Tests Positive for COVID-19

- Employee **notifies Supervisor** and calls COVID-19 Hotline at 888-890-0729 to register their positive test.

Where it says “notifies Supervisor”, T&E will contact Crew callers.

- The positive test result **must** be submitted to the COVID-19 Hotline email at covidresults@njtransit.com.
- Employee isolates for 5 days starting from the test date and can return to work on Day 6 if they are asymptomatic.
 - No clearance or paperwork is required to return to work, as long as the employee is asymptomatic. (An MD40 is not required to return to work for this COVID-19 related absence).
- The employee must notify the COVID-19 Hotline and **their Supervisor** of their asymptomatic status and their return to work date prior to returning to work. **T&E will contact Crew callers.**
- The employee will not be contacted by Medical or Supervision granting approval – they should plan to return to work unless notified otherwise.

2. If an Employee is Symptomatic Beyond 5 Days, But Asymptomatic Before Day 10 Following Isolation Period

- **Employee notifies Supervisor.** **T&E is NOT required but must contact the Covid Hotline.**
- The employee must notify the COVID-19 Hotline and **their Supervisor** of their asymptomatic status and their return to work date prior to returning to work. (An MD40 is not required to return to work for this COVID-19 related absence and a doctor’s note will not be required if the employee returns to work within 10 days of their test date.) **T&E must only contact the Covid Hotline and make themselves available for work.**
- The employee will not be contacted by Medical or Supervision granting approval – they should plan to return to work unless notified otherwise.

3. If an Employee Remains Symptomatic Beyond 10 Days

- **Employee notifies Supervisor.** **T&E must only contact the Covid Hotline.**
- The employee is required to provide a doctor’s note that includes a return date in order to return to work.
- These notes should be sent to the COVID-19 Hotline email at covidresults@njtransit.com.

- The employee must notify the COVID-19 Hotline and **their Supervisor** of their asymptomatic status and their return to work date prior to returning to work. **Where it says “ their Supervisor” this is not required. T&E must only contact the Covid Hotline and make themselves available to work.**
- **NOTE:** An MD40 will be required for any absence beyond 30 days.

4. Guidance for Employees Directed to Quarantine by Their Healthcare Professional Following An Exposure

- Employee **notifies Supervisor** and calls COVID-19 Hotline at 888-890-0729 to register they've been instructed to quarantine by their healthcare professional. **Where it says “ notifies Supervisor”, T&E will contact Crew callers office.**
- **NOTE – COVID Hotline is open 24/7, however we are still experiencing a high volume of calls.**
- For people who are unvaccinated or are more than six months out from their second Pfizer or Moderna dose (or more than 2 months after the J&J vaccine) and not yet boosted, CDC now recommends quarantine for 5 days followed by strict mask use for an additional 5 days. Employees quarantining for 5 days starting from the date of exposure can return to work on Day 6 if they are asymptomatic.
- Individuals who have received their booster shot — or who have received both doses of their Pfizer or Moderna vaccine within the last 6 months, or received their J&J vaccine within the last 2 months — do not need to quarantine following an exposure, but should wear a mask for 10 days after the exposure.
- For employees who have to quarantine following an exposure, no clearance or paperwork is required to return to work, as long as the employee is asymptomatic. (An MD40 is not required to return to work following this COVID-19 related absence).
- The employee must notify the COVID-19 Hotline of their asymptomatic status and their return to work date prior to returning to work.
 - The employee will not be contacted by Medical or their Supervision granting approval – they should plan to return to work unless notified otherwise.