

WORK HEALTHY

YOUR GUIDE

A MESSAGE FROM OUR EXECUTIVE DIRECTOR — KIM MINKEL



My sincere thanks to our incredible team here at the NFTA, I am beyond proud of everyone who has worked so hard during these difficult times. We are continuing to do everything possible to keep you safe and healthy, from rigorous cleaning to providing masks, and special COVID-19 testing, we are here for you. This guide was put together to help answer questions and provide you with valuable information. Please know that you are appreciated and valued, and your work is essential to our community.

WHAT WE ARE DOING

TESTING PROVIDED BY KALEIDA HEALTH

The NFTA has partnered with Kaleida Health to provide Coronavirus testing for all employees. If you are experiencing symptoms, call 859-3222. (See Self-Monitoring for more details)

ADDITIONAL DISINFECTING PROCESSES

We have hired external resources for periodic deep cleaning and barrier treatments for high traffic areas, in addition to internal resources ramping up cleaning and disinfection processes, especially in “high touch” areas.

PERSONAL PROTECTIVE EQUIPMENT

Face masks and hand sanitizers have been made available for employees at designated distribution areas. If you have not received PPE, please contact your manager.

ENHANCING YOUR COMFORT IN THE OFFICE

A Casual Dress Code has been established and will continue through the Summer or until further notice. You may wear jeans (no holes or rips). The following are not acceptable: shorts, sweatpants, muscle shirts, spandex pants, spandex shirts, tube tops, halters, tank tops, spaghetti straps, sheer clothing, tee shirts, message shirts, flip-flops, and slippers.

ADDITIONAL MIS RESOURCES

Microsoft Teams, additional telephone party conference lines, and licenses have been made available to facilitate social distancing.

HOW YOU CAN HELP



SOCIAL DISTANCING

- Maintain a 6-foot space between you and others
- No more than two people in an elevator at a time
- Hold conference calls instead of meetings
- Limit congregation in common areas
- Reduce the sharing of paperwork



WEAR A MASK OUTSIDE OF YOUR OFFICE/WORKSPACE

- Don't touch your face and limit adjusting your mask
- Remain in your workspace unless there is a need to do otherwise
- When you wear a mask you are showing respect for your coworkers



CLEANLINESS

- Clean and disinfect your desk and office/workspace frequently
- Clean and disinfect shared equipment before and after usage
- Wash your hands after touching common areas

SELF-MONITORING

MONITOR YOURSELF FOR SYMPTOMS

Any symptomatic employee should not report to work. Symptoms may include fever, cough, shortness of breath, or, respiratory infection/distress.

IF YOU EXPERIENCE SYMPTOMS

Any employee experiencing symptoms associated with the Coronavirus should:

- Contact your primary health care practitioner
- Report symptoms to manager and HR at 855-6500 or 855-7343
- Self-quarantine
- Notify HR on the test results as soon as received – your test results will be verified by the New York State Department of Health

RESOURCES

HUMAN RESOURCES HOTLINE

NFTA and Metro employees may contact Human Resources at 855-6500 for questions or concerns regarding the Coronavirus. This line is being monitored 24/7.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Child and Family Services (C&FS) Employee Assistance Program is available to NFTA and Metro employees and family members with concerns and questions related to the threat of the Corona virus. If you are in need of help, you can call 681-4300 or go to: www.eap.cfsbny.org.

NEW YORK STATE HOTLINE

NYS has provided a Coronavirus hotline: 1-888-364-3065