



Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Stephanie Pollack, MassDOT Secretary & CEO
Steve Poftak, General Manager



Date: April 8, 2020
To: MBTA Contractors/Vendors
From: Joe Carreiro | MBTA Vendor Management - Contract Administration
Subject: **Reporting COVID-19 Cases to MBTA**

Dear Valued MBTA Contractor/Vendor,

As a matter of public health and safety, MBTA Contractors and Vendors are required to immediately report all known cases where contractor personnel (including sub-contractors performing work for the MBTA) who have reported Symptoms of and or Tested Positive for the COVID-19 virus.

In support of this, the MBTA has established the following reporting protocol and process to be followed by all MBTA Contractors and Vendors who have experienced a known reported case associated with this virus within your Workforce.

Please follow this link to complete and submit each known individual incident/case within your Workforce:

[MBTA Contractor Incident Report - Workforce COVID-19 Case](#)

Note: a form is required for each individual who has reported symptoms and or tested positive for the COVID-19 virus whether within the past 14 days or greater than 14 days (e.g., incidents that have since been resolved). The MBTA is tracking all incidents, not just current incidents.

We have also provided a "What to Do?" guideline document below that all MBTA contractors/vendors are required to follow.

Thank you,

Director | Vendor Management & Contract Administration

MBTA Procurement & Logistics

Email: Vendormgmt@mbta.com



**COVID-19 WHAT TO DO INSTRUCTION GUIDELINES
FOR MBTA CONTRACTORS/VENDORS AS OF 4/08/2020***

In all cases, the contractor/vendor should encourage employees to consult medical providers for any health-related advice and direction. In addition to the cleaning steps mentioned below, MBTA will be continually conducting workspace cleaning.

SITUATION	WHAT TO DO?
<p>Member of Contractor / Vendor Workforce^[1] who has tested positive for COVID-19 or in self-quarantine with reported symptoms based on notification by public health or medical official.</p> <p>[1] including sub-contractors performing work for the MBTA</p>	<p>Applies to any member who is CURRENTLY ON MBTA PREMISES and or currently OFF MBTA PREMISES BUT, has been on-premises within the last 14 Days:</p> <p>A. Came in Contact with MBTA employee(s):</p> <ol style="list-style-type: none"> 1. Instruct individual to leave the premises and not return until cleared by their employer in accordance with CDC guidance 2. Notify your MBTA contact (PM, Contract Manager, Department Head, etc.) 3. Complete/Submit Mandatory Incident Report via: MBTA Contractor Incident Report - Workforce COVID-19 Case 4. MUST Inform MBTA Maintenance Control Center (MCC) 617-222-5278 of the location and they will arrange to have all areas of the exposed workspace immediately disinfected, including vehicles and equipment 5. Communicate with the affected employees to provide updates and guidance on sanitization and *return to work <p>B. Has NOT come in contact with MBTA employee(s):</p> <ol style="list-style-type: none"> 1. Instruct individual to stay off premises and not return until cleared by their employer in accordance with CDC guidance 2. Notify your MBTA contact (PM, Contract Manager, Department Head, etc.) 3. Complete Mandatory Incident Report via: MBTA Contractor Incident Report - Workforce COVID-19 Case 4. MUST Inform MBTA Maintenance Control Center (MCC) 617-222-5278 of the location and they will arrange to have all areas of the exposed workspace immediately disinfected, including vehicles and equipment
<p>Note:</p> <ul style="list-style-type: none"> ❖ Keep all names and personal information confidential as required by law ❖ Visitor returning to MBTA premises: The decision to discontinue home isolation precautions should be made on a case-by-case basis, in accordance with CDC guidance and the employee’s healthcare provider <p>*Returning to work:</p> <ul style="list-style-type: none"> ❖ Sick or quarantined employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments. 	

*The MBTA has temporarily adopted this interim guidance. This policy is subject to change as MBTA continues to monitor this rapidly changing situation.