

NOTICE



NOTICE NO.: 68-21

November 15, 2021

TO: ALL EMPLOYEES

SUBJECT: **COVID-19 VACCINE / TEST PROGRAM UPDATES & EXPANSION OF SALIVA TESTING SITES**

Service Delivery employees are reminded that, as of October 4th, they are required to submit proof of COVID-19 vaccination or indicate they are not vaccinated and submit proof of a COVID-19 test each week, as outlined in the current Service Delivery Notice “**COVID-19 Vaccination and Testing Program Update.**”

Vaccinated employees

An employee is considered fully vaccinated 14 days after their final shot (either 1st shot for the J&J vaccine or 2nd shot for the Pfizer and Moderna vaccines). Proof of vaccination must be submitted to the MTA COVID-19 website for an employee to be considered vaccinated. To submit proof of vaccination, employees must go to the MTA COVID-19 website at: new.mta.info/covid-19 and select the ***I am Vaccinated*** button. The only acceptable proof of vaccination is the official CDC COVID-19 Vaccination Record Card received at the time of vaccination.

Unvaccinated employees

Unvaccinated employees, including both employees who are not fully vaccinated, or who choose not to get vaccinated, must go to new.mta.info/covid-19 and select the ***I am not Vaccinated*** button. They are required to submit weekly proof of testing.

Employees who are subject to weekly testing

To facilitate weekly testing, the MTA has multiple test locations located throughout Subway locations, as well as other MTA facilities including bus depots, LIRR and Metro-North locations. Both nasal swab testing and saliva testing sites are available, though not every facility offers both types of testing. Employees may use any MTA testing location if it is not indicated that access is limited. The full list of MTA testing locations is available at new.mta.info/covid-19.

Employees may also get tested at any COVID-19 testing facility if they receive a PCR test. Instructions for submitting proof of a test taken at a non-MTA location are available at: new.mta.info/covid-19.

Additional COVID-19 saliva testing locations at Subway stations

To further increase access to testing, the MTA is placing saliva testing locations at every Subway station near the full-time booth. Due to the specific nature of these testing locations, employees who plan on using them should be aware of the following:

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1. Employees should review the instructions included with this Notice and pre-register on the saliva testing provider website.
2. Employees may use their personal or Transit-issued phone to register and complete the test drop-off process.
3. Drop boxes are located at the station booth. Station Agents in the booth can provide information on where the drop box is located.
4. Each box will have two QR Codes:
 - The first QR code will be labeled *Step 1* and represents the first QR code in the registration process.
 - The second QR code will be labeled *Step 2* and represents the second QR Code in the process indicating the drop location being used.
5. Full instructions and testing supplies are available from the Station Agent after showing a New York City Transit ID (Pass).
6. Employees may request another test kit immediately following a drop off to facilitate taking the test prior to arriving at the Station booth the following week.
7. Employees are encouraged to pick up supplies and perform their test prior to arriving at the booth. Employees should avoid providing the saliva sample to fill up the tube while in enclosed and/or crowded areas.
8. Employees may call the **Saliva Test Help Line at 1-800-808-0038** with any questions for the vendor.

Each weekly sample drop off and completion of the online process informs the MTA the unvaccinated employee complied with weekly COVID-19 test requirements.

Other testing information

Employees who are subject to weekly COVID-19 testing are reminded of the other aspects of the program including:

1. The test week runs from Monday through Sunday. A single test must be taken and submitted during each period.
2. Employees may get tested at any point during the week, but testing cannot impact coverage or performance of duties and cannot result in overtime expenses.
3. Saliva test results (if positive) will be communicated by the provider to OHS, who will inform the employee and provide guidance.
4. Employees may also check their own test results online at the provider's website, using the same information as when you first registered.
5. An employee who receives a positive test result must call the MTA COVID-19 hotline at **(646-252-1010)** and follow the guidance, including staying home or leaving work, as outlined in the current Service Delivery Notice "**COVID-19 Related Policies and Procedures.**"



Paul J. McPhee
Chief Officer, Field Operations
Service Delivery

"EVERY SECOND COUNTS"



Safe Working

Registration Instructions

HOW TO REGISTER

To register for the saliva-based COVID-19 Testing program, scan the Step 1 QR code on the drop box or go to mapterial.com/mta-covid, then log in.

HOW TO LOG IN

Your username is your BSC ID. Your password is the first letters of your first and last name (in lowercase), your date of birth in the following format: MMDDYY, and lastly, @MTA. Example: June 12, 1990 would be entered as 061290.

Example Password for Jane Doe born June 12, 1990 with BSCID 173623

Your BSC ID ↓ 173623	Username 173623
Your 2 initials ↓ jd 061290 @MTA ↑ Your date of birth as MMDDYY	Password jd061290@MTA

PROVIDING CONSENT

Once you have successfully logged in, you will be asked to consent to participating in the saliva-based COVID-19 testing program.



Testing done in coordination with the Mount Sinai Health System.



Safe Working

Saliva Testing Instructions



For a successful test, your saliva must be clear, free of food and mucus, and cannot contain residues such as those from brushing your teeth or smoking.

In the hour before your test, please do not:

- **Eat or drink anything, including water**
- **Brush or floss your teeth, or use mouthwash**
- **Smoke or chew gum**



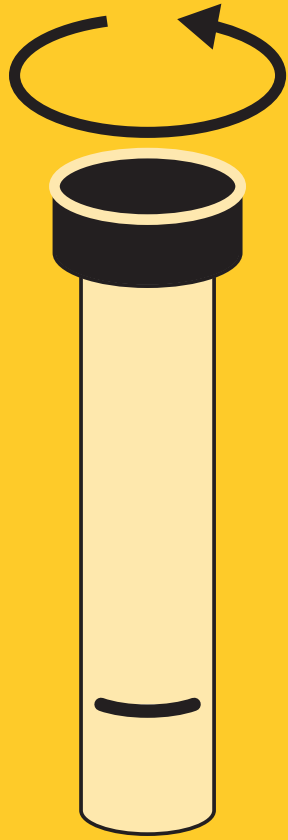
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Saliva Testing Instructions

1



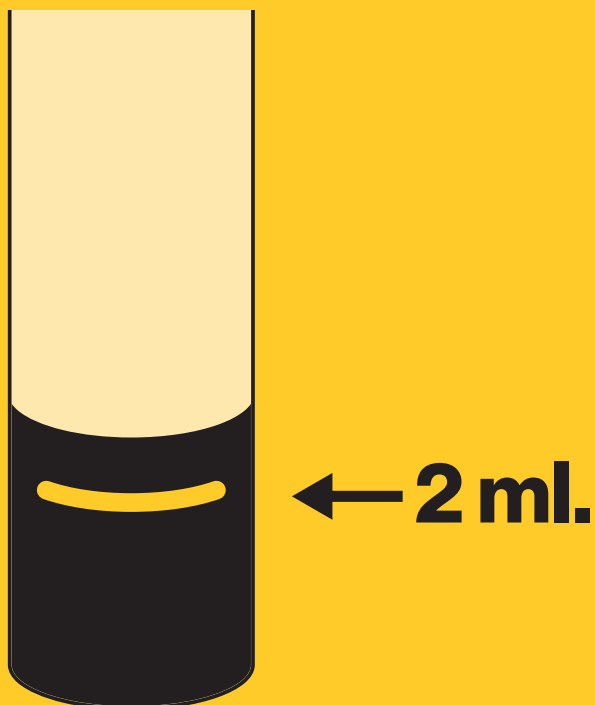
Remove tube cover.

2



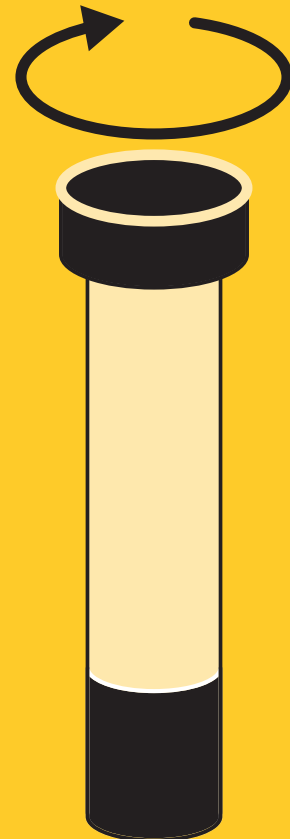
Pool saliva in mouth then spit into tube until it reaches at least 2 ml. Repeat as many times as needed to reach that mark on the tube.

3



Make sure the amount of saliva reaches at least 2 ml.

4



Tightly close the cover on the tube. Do not reopen the tube and try to add more saliva.



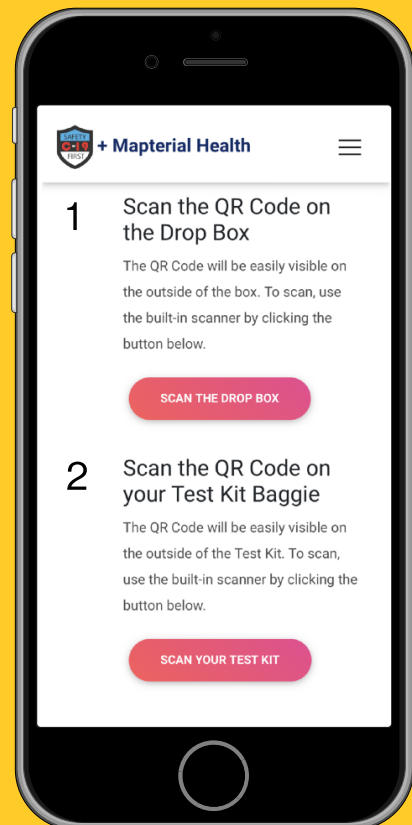
Safe Working

Using the Dropbox

SETTING UP YOUR ACCOUNT FOR FASTER DROP-OFFS

- 👍 Be sure to check **Remember Me** at the log in screen (Cookies MUST be activated)
- 👍 Use your phone's camera to scan the QR Code on the dropbox
- 👍 You will see the following screen with the 2 short steps

- 1** Scan the QR Code on the box again, this time using the scanner by clicking **SCAN THE DROP BOX.**
- 2** Scan the QR Code on your test kit by clicking **SCAN YOUR TEST KIT.**
DROP TEST KIT IN THE BOX.



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