



For MTA Hourly Personnel

March 19, 2020

To limit the spread of COVID-19, the Maine Turnpike Authority is changing its business operations under the following policies that apply to hourly personnel but not Professional/Technical or Management/Confidential Personnel. The polices for them are addressed in a separate memorandum.

For the next two weeks, March 22 through April 4, the MTA will seek to maintain only essential functions. Directors and supervisors will determine what is necessary and call in only the people needed to perform those functions with reasonable safety under CDC guidelines.

Hourly personnel will be placed on paid Administrative Leave and will not be required to report for their regularly scheduled work week. Managers will identify the minimum number of personnel required to maintain operations and will seek employees able to perform those duties. Personnel called in for work will be paid their regular hourly rate (plus any applicable overtime) in addition to Administrative Leave.

People in the following situations should bring to their supervisor's attention the need to stay home in preference to others:

1. **Older people:** As we get older, our immune systems become less effective. It's just a fact of life. We may need you to come in or you may want to come in; but in any case, we should work together to allow you to stay home in "self-isolation" as much as possible and emphasize reasonable precautions when you do come in to work.
2. **Impaired immune systems:** Immune systems can be impaired for many reasons other than growing older. A person may be under cancer treatment, on corticosteroids, on treatment for rheumatoid arthritis, lung disease, heart ailments, or diabetes. If you are affected by any conditions that place you at greater risk, please discretely explain them to your supervisor so that we may avoid bringing you into work more often than necessary. Honoring basic safety precautions will be essential for those with such conditions.
3. **Parents and caregivers:** Schools and day care facilities are being closed everywhere. If you must be at home to take care of someone, or if you must share such duties with others, please tell your supervisor so that we may accommodate your needs as much as possible in scheduling work.

Wherever we are, at work or at home, all of us must:

1. Keep a good distance away from each other and minimize any time in close contact. Meet with people on-line, on the phone, outdoors or in a large open room.
2. Wash your hands many, many times a day. While sanitizers are good, the virus hates soap.
3. Don't cough or sneeze into the open air near others. Cover your cough.
4. Don't touch your face. Your eyes, nose and mouth are where the virus gets in.
5. Clean all surfaces and objects that are frequently touched. We have cases of good disinfectant.
6. Wear disposable gloves when handling money and objects that you cannot clean.

Before you come to work ask yourself the following:

1. Do I have a fever, a cough, or shortness of breath? If so, I should contact a doctor for further instructions.
2. Have I had personal contact with anyone who has come down with the virus?
3. Have I recently been any place out of state where the virus has been spreading?

If "yes" to any of these, please call HR (482-8108 or 482-8123) to help evaluate what you should do.

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