



## Memorandum

DATE: 8/11/2021  
TO: All Transit Store Employees  
FROM: Adrian Paniagua, *Transit Store Supervisor*  
SUBJECT: Notice of Potential Exposure to COVID-19

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Yesterday, MTS was informed that an individual who was present at Transit Store has tested positive for COVID-19, received a positive diagnosis from his/her healthcare provider, and/or was required to isolate by order of a public health official. The individual was last present at the worksite on 8/10/21. This is the first COVID Case at this location in the last 14 days and the first in the last 30 days.

Unless you have been separately notified, we have no reason to believe that you were in “close contact” with the individual during their “high risk exposure period”. Cal/OSHA defines “close contact” as “being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the high-risk exposure period,” which applies “regardless of the use of face coverings.” For employees who have developed symptoms, the high-risk period is from two days before they first develop symptoms until 10 days after symptoms first appeared. For asymptomatic employees, the “high risk exposure period” is from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.

Current CDC, state, and County Health Department guidance does not require or recommend that you self-quarantine under these circumstances. You do not need to take any action that you are not already taking (e.g., stay home if sick, maintain social distance, wear mask or cloth face covering at work). However, if you have concerns about what steps may be appropriate for your personal situation, please contact your health care provider.

For privacy reasons, we cannot reveal or confirm the infected person’s identity. We ask that you respect the privacy of your co-workers and avoid speculating as to who the individual may be. We want to create a work environment where individuals who have COVID-19 are comfortable reporting the incident to management immediately.

In accordance with California law, we are providing you the following additional information:

- MTS has a disinfection and safety plan (Pandemic Response Plan) in place that complies with the guidelines of the federal Centers for Disease Control as well as California law. Our safety and maintenance teams are working diligently to disinfect all areas where the individual may have come into contact. If you have any questions regarding our disinfection and safety plan, please contact me.
- You may be eligible for the following COVID-19-related benefits under applicable federal, state, or local laws, and/or company policy: workers’ compensation (as described at Labor Code sections 3212.86-3212.88), [FFCRA/Supplemental Paid Sick Leave], company-provided

paid sick leave, paid leave in accordance with Cal/OSHA emergency standards, and job-protected, unpaid leaves of absence under the California Family Rights Act (CFRA) and/or the California Fair Employment & Housing Act (FEHA) and the Americans with Disabilities Act (ADA). For more information on the options available, please see the Agency intranet and/or contact Joshua Sam Ramos in Human Resources department.

- COVID-19 testing is available at no cost to you during working hours at the HR office on the 9<sup>th</sup> floor.
- MTS strictly prohibits retaliation and discrimination against any worker who discloses a positive COVID-19 test or diagnosis or order to quarantine or isolate. If you have any concerns regarding potential retaliation and/or discrimination, please immediately contact the Director of Human Resources or Chief Human Resources Officer.

As a reminder, please ensure that you are washing your hands frequently, maintaining social distancing, wearing face coverings when in public areas and/or within 6 feet of others, and staying home when you are ill. Maintaining a healthy workplace requires all of us to do our part.

Thank you for your attention to this very important matter. If you have any questions or concerns, please contact me or Joshua Sam Ramos, Human Resources Assistant II. Please check [www.sdmts.com/management-emergency-updates](http://www.sdmts.com/management-emergency-updates) for answers to frequently asked questions and information on how to obtain FFCRA leave.

cc:

COVID-19 Web Page (Email copy to Stacie Bishop)

All Affected Department(s) Bulletin Boards until (Date one month from posting)