



**Metropolitan  
Transit  
System**

## Memorandum

DATE: January 26, 2024  
TO: All Employees  
FROM: Brendan R. Shannon, Director of Human Resources  
SUBJECT: COVID-19 Procedure Updates

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Over the last several years, MTS's response to COVID-19 has adapted as regulatory guidance and best practices have evolved. Recently, the California Department of Public Health issued a Public Health Order and updated its COVID-19 isolation and testing guidance. In accordance with these changes, MTS's COVID-19 isolation and exclusion procedures will be revised as follows:

- **Employees are no longer required to isolate for five (5) days.** Instead, symptomatic COVID-19 cases should isolate for a minimum of 24 hours from symptom onset.
- **Employees with symptoms who test positive for COVID-19 may return to work after 24 hours have passed with no fever, without the use of fever-reducing medications, so long as their symptoms are mild and improving.**
- **Employees who test positive for COVID-19 but do not have symptoms do not need to isolate.** If symptoms develop, the above criteria will apply.

### **Masking:**

Masking guidance has not changed. While indoors, all individuals with confirmed COVID-19 cases must wear a well-fitted mask for ten (10) days following symptom onset, or, for asymptomatic cases, ten days following a COVID-19 positive test. Employees may remove their mask sooner than 10 days if they have two sequential negative tests at least one day apart. It is recommended that employees who have been in close contact with an infected person wear a mask for ten (10) days from the date of their most recent exposure. If symptoms develop, the isolation policy detailed above will apply. MTS will continue to make N-95 masks available to all employees and all employees are allowed and encouraged to wear masks or facial coverings even when not required by policy. Each department or "potentially exposed group" will continue to send memos to employees informing them of possible or known exposures in the workplace.



**Testing:**

Unless there is an outbreak, the California Department of Public Health no longer recommends testing for all close contacts. Testing is now recommended only for those with new COVID-19 symptoms, and close contacts who are at higher risk of severe disease or who have contact with people who are at higher risk of severe disease. MTS maintains a supply of rapid COVID-19 tests in each of the Agency's storerooms and will make rapid tests available to employees as required by Cal-OSHA regulations (e.g., if an outbreak is declared at an MTS facility). Contact your department head if you would like to request a test. Employees are encouraged to keep a supply of rapid COVID-19 tests in their homes. All health insurance offered through MTS provides free rapid COVID-19 tests, and/or reimburses participants for rapid tests they purchase. Members can call the customer service number on the back of your insurance card for further details.

Please contact [Julie Seely](#), Human Resources Specialist, or me if you have any questions regarding our updated COVID-19 procedure.

cc: All Agency Bulletin Boards  
COVID-19 Web Pages  
Text to All Employees