



**Metropolitan
Transit
System**

Memorandum

DATE: October 25, 2022

TO: All Employees

FROM: Brendan R. Shannon, Director of Human Resources

SUBJECT: COVID-19 Procedure Updates

Over the last two and a half years, MTS's response to COVID-19 has changed and adapted as regulatory guidance and best practices have evolved. More recently, regulatory guidance regarding COVID-19 has stabilized, so we are now focused on deploying streamlined, long-term processes for mitigating COVID-19 risk. The purpose of this memo is to update employees on several COVID-19 related changes at MTS.

Supplemental Paid Sick Leave (SPSL) Extended

Assembly Bill 152 recently extended COVID-19 supplemental paid sick leave through the end of 2022 (previously SPSL was set to expire on September 29, 2022). Employees who have not used their hours, and incur COVID-related absences (e.g., vaccination related absences or caring for themselves or a family member who has COVID) may continue to request SPSL pay through the end of the year.

On-Site Testing Discontinued

Effective this Friday, October 28, 2022, the state is discontinuing its on-site testing partnership with MTS. This change is part of a general shift from PCR testing to rapid testing. 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 for use in accordance with [CDC guidance](#). 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.

Quarantine and Isolation Requirements

MTS continues to follow the San Diego County Public Health Department orders regarding quarantine and isolation of employees who have [tested positive for COVID-19](#), or have been in [close contact with someone who has tested positive](#). The current guidance applies uniformly regardless of vaccination status. The [CDC Isolation and Exposure Calculator](#) is a good tool for correctly applying the guidance below.



Positive COVID-19 Tests

Employees who test positive for COVID-19 must inform their direct supervisor immediately, stay away from the workplace and isolate for a minimum of 5 days following when symptoms first developed or they first tested positive (whichever is later). On the 6th day, the employee should take a rapid test. If the results are negative, and any fever has been resolved for 24 hours or more, the employee can return to work but they must wear a well fitted facial covering (preferably N-95 mask) while at work for ten days following the day they developed symptoms or first tested positive (whichever is later). If the results of the rapid test on the 6th day are positive, or the employee has had a fever within 24 hours, they should continue to isolate until they have a negative result and the fever has been resolved for 24 hours. Employees who continue to test positive can return to work after ten days as long as any fever has been resolved for at least 24 hours.

Close Contact

Employees who have close contact with someone who tests positive for COVID-19 who do not develop symptoms do not need to quarantine, but they must wear a well fitted facial covering (preferably N-95 mask) while at work for ten days following their most-recent exposure. Close contact is when someone shares the same indoor airspace (i.e., home, clinic waiting room, or airplane), for a cumulative total of 15 minutes or more over a 24-hour period (e.g., exposure to three infected individuals for 5-minute each, for a total of 15 minutes), during an infected person's infectious period. A person with COVID-19 is infectious starting 48 hours (2 days) before their symptoms began (for individuals who do not have symptoms, 48 hours (2 days) before their first positive test was taken) until their isolation period ends.

Employees who have close contact with an infected person must inform their direct supervisor immediately, take a rapid COVID-19 test 3-5 days after their last exposure, and wear a well fitted facial covering (preferably N-95 mask) while at work for ten days following their most-recent exposure.

Other Information

The most effective step employees can take to protect themselves and their families from COVID-19 is getting vaccinated, and staying up to date on recommended boosters. Of course, it is also important that employees stay away from the workplace when they have symptoms even if they have not tested positive. 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.

Please contact [Cydney Jones](#), Human Resources Specialist, or me if you have any questions about the foregoing.

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