



Indianapolis Public Transportation Corporation
dba IndyGo
1501 W. Washington Street
Indianapolis, IN 46222
www.IndyGo.net

MEMORANDUM

To: IndyGo Community

From: Jeff Brown, Vice President for Human Resources

Date: December 18, 2020

Re: New COVID Protocols

NEW COVID PROTOCOLS

The overall numbers of daily positive cases have been rising over the last month in the state and across the nation. At this time, IndyGo currently has ninety-one (91) known positive cases among our workforce of more than 850 employees. Notwithstanding, a spike in COVID is ongoing and may only get worse. Here are some precautions we encourage you to take so you can stay healthy:

A. Mask Requirement Is Mandatory

All IndyGo employees will be required to wear masks covering their nose and mouth when indoors at 1501 W. Washington, the Julia Carson Transit Center, and the Drover Street Training Facility. There are exceptions for this mandate for employees who cannot wear the mask or face covering for physical, medical, or health-related reasons. Additionally, employees will not be required to wear a mask or face covering when they are alone in their office or a room, or when eating. The Marion County Health Department's Order further requires individuals to wear masks or face coverings while in public when they couldn't social distance themselves from others. It is also the obligation for all Supervisors, Managers, and management to enforce the mask requirement. Disciplinary action may result for failure to comply or enforce the mask requirement.

B. If You See Someone Without A Mask, Say Something To A Supervisor Or Manager

It's easy to overlook the Mask Requirement, but as you're going about your day, if you see someone not wearing, say something to a Supervisor or Manager. By being alert and reporting those who are not wearing a mask to a supervisor or manager, you can protect your co-workers, family, and community.

C. Restriction On Interoffice Movements

Employees should try to remain in their work area and avoid moving to other areas of the building. Doing so will help reduce contacts with others and ultimately reduce the spread of the coronavirus.



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D. Important Informational Advisement

1. CDC Alternative Options For Quarantine: Although the CDC issued alternatives that effectively reduce the quarantine period, IndyGo will continue to abide by the CDC recommendation of a 14-day quarantine period.
2. COVID Leave Set To Expire: The Emergency Paid Sick Leave (“EPSL”) and Expanded FMLA (“EFMLA”) are set to expire on December 31, 2020, and there are no extensions for this federally mandated leave.

E. COVID-19 Testing:

IndyGo employees are eligible for free testing after being seen by a medical authority at the following locations:

- Marion County Public Health Department: 3838 N Rural St. – Monday – Friday from 9:00 AM – 4:00 PM and Wednesday from 9:00 AM – 6:00 PM; and
- Marion County Fairgrounds: 7300 E Troy Ave. – Tuesday and Thursday from 11:00 AM to 6:00 PM.
- South District Health Office: 7751 Shelby St. – Tuesday and Thursday 11:00 AM – 6:00 PM.
- Sidney & Lois Eskenazi Hospital: 720 Eskenazi Ave. – Call for an appointment at 317-880-7666.
- CVS: Multiple locations – site locator is <https://www.cvs.com/minuteclinic/covid-19-testing>.
- Walgreens: Multiple locations – site locator is <https://www.walgreens.com/findcare/covid19/testing>.
- LHI/Optum: Multiple locations – site locator is <https://lhi.care/covidtesting>.
- Activate Health Clinic: At this time the clinic has limited testing capacity. However, Activate is working to obtain point of care (POC) COVID testing machines and supplies. More information will be forthcoming.



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F. COVID-19 Preventative Measures:

All employees are urged to take basic preventive measures to avoid exposure to or infection by the virus causing COVID-19. Prevention is centered on good hygiene:

1. Avoid close contact with others who are sick.
2. If you are sick, avoid contact with others, including meetings and events.
3. Wash hands frequently
4. Wear a mask
5. Don't touch your face or mask.
6. Don't use your cell phone at work, or if you must, clean it often with antibacterial wipes.
7. Cough/sneeze into a tissue. Dispose of used tissues immediately into a trash can. If you don't have a tissue, cough/sneeze into the crook of your elbow, not your hands.
8. Avoid sharing personal items like pens.
9. Use paper towels or tissues to open doors and turn off sink faucets
10. Limit or compartmentalize employees so they only travel to different areas of the building on an as-needed basis.
11. Limit the number of people who can be in the break room or conference room at one time in order to maintain a six-foot distance between people.
12. Employees should leave anything they don't need at home to reduce risk of contamination.
13. Wipe down your badges, phones, car steering wheels and doorknobs.
14. Leave your work shoes in a specific area, like a covered porch or in the garage.
15. And after coming home from work each day, change your clothes and mask and wash them in the laundry immediately.

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IndyGo leadership will closely monitor the situation and will continue to update the IndyGo community regularly to keep you informed of developments respective to COVID-19. Should you have any questions about this Policy please contact Human Resources.