



Charles D. Baker, Governor  
Karyn E. Polito, Lieutenant Governor  
Stephanie Pollack, MassDOT Secretary & CEO  
Steve Poftak, General Manager



## MEMORANDUM TO THE MBTA CONTRACTOR COMMUNITY

Re: COVID-19 Safety Stand Down on Monday, March 30 2020

Dear: *Contractor*

The MBTA has adopted a number of precautionary measures related to COVID-19. This includes multiple changes to Standard Operating Procedures and Safety Stand Downs being conducted by the Contractor community as part of the Governor's announcement to the statewide contracting industry and how that relates to you specific contract with the MBTA.

The MBTA is requiring all contractors to conduct a Safety Stand Down on Monday, March 30, 2020 to review the revised SOP with their teams. We are also requiring that each contractor submit the details of their Safety Stand Down, as an addendum to their company's Health and Safety Plan. It is required to be submitted to the MBTA no later than Monday, March 30, 2020. This addendum should verify that social distancing and small groups (less than 10) are maintained at the construction site, among other COVID-19 related safety procedures, to adhere to the Commonwealth of Massachusetts directives. It is expected that each Prime Contractor will hold their Subcontractors to the same safety standards as presented in the addendum.

The MBTA thanks you in advance as we work together in order to mitigate any potential impacts to delivering MBTA Capital construction projects and to our community in general. The MBTA will provide additional information and details related to our system as they become available. We appreciate your help and support on this matter. Should you have any questions please feel free to contact your MBTA PM.

**Vikram Dogra, PE, MBA**

Deputy Chief of Capital Programs

CC: Jay Neider, Chief of Capital Programs MBTA  
Chris Brennan, Chief of Capital Programs Support MBTA  
Katie Choe, Chief of Capital Delivery MBTA  
Angel Pena, Chief of Green Line Transformation MBTA  
Stephen Moore, Deputy Chief of Red Line/Orange Line MBTA