

The Belt Railway Company of Chicago



COVID-19 GUIDANCE FOR EMPLOYEES – Mask Requirement

In accordance with FRA Emergency Order #36, the use of facial coverings (masks) is required when:

- In any indoor area, including any storage facility, yard office, crew room, or maintenance shop, and any railroad-controlled terminal or yard. This includes the General Office Building.
- Riding with two or more occupants in any company owned or leased vehicle, contractor vehicle, vehicle rented by an employee for business purposes, or a personal vehicle used by an employee for business purposes
- Riding in any locomotive, caboose, or on-track equipment with two or more occupants.

Exceptions:

- A facial covering need not be worn when its use creates a risk to workplace health, safety, or job duty, such as when an employee is using a face shield when welding, burning, or cutting.

Facial Coverings are not required when:

- An employee is alone in a room or office, with the door closed.
- An employee is working outside, and with proper social distancing, (a minimum of 6 feet) from others.
- When employees are eating on company property and social distancing is not maintained, prolonged removal of a facial covering is not permissible. Employees will arrange to eat, socially distanced from others, whenever possible.
- Employees may wear a personal facial covering if it is made of cloth and covers both the mouth and nose.

Sincerely,

Michael J. Grace

President