

# The Belt Railway Company of Chicago



## COVID-19 GUIDANCE FOR EMPLOYEES – Mask Requirement

Updated 1/11/22

**FRA Emergency Order #32 remains in effect and applies to all BRC employees, contractors, and visitors regardless of vaccination status.**

**Those who have received a COVID– 19 vaccine and/or who have recovered from COVID–19 are still required to wear a mask under FRA Emergency Order #32.**

The use of 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.
- While sitting at a workstation- this includes personal cubicles and desks separated by dividers.
- 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. It is also recommended to roll the vehicle’s windows down when riding with two or more occupants.
- Riding in any locomotive, caboose, or on-track equipment with two or more occupants.
- An employee is working outside, even with social distancing, (a minimum of 6 feet) from others.

Exceptions:

- A mask 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.

Masks are not required when:

- An employee is alone in a room or office, with the door closed.

When employees are eating on company property and social distancing is not maintained, prolonged removal of a mask is not permissible. Employees will arrange to eat, socially distanced from others, whenever possible.

It is required that employees use surgical grade masks or above (KN95 or N95 masks) instead of personal facial coverings made of cloth. Masks must completely cover your nose and mouth, fit snugly against the sides of your face without gaps and should have a nose wire to prevent air from leaking out of the top of the mask.

Common workplace areas will be stocked with masks and readily available to those in need. Employees are advised to report low or no stock to a Manager. BRC Managers will be enforcing this policy and disregard for this rule will result in formal discipline.

Sincerely,

Percy E Fields III  
General Manager