



# Amalgamated Transit Union

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Office of the International President

## MEMORANDUM

**TO:** ATU Local Union Presidents and Financial Secretaries  
**FROM:** John A. Costa, International President  
**DATE:** March 25, 2020  
**RE:** COVID-19 Pandemic Workplace Safety Checklists

The International Union, in order to assist our local unions, has developed the enclosed safety checklists to use as the union works to mitigate the substantial risks that our members face as they serve the public during the COVID-19 pandemic. Many of our employers are failing to fully protect our members against exposure and infection, and it is up to us as union leaders to make sure the proper attention is paid to creating as safe a work environment as is possible under the challenging circumstances.

As you work through these checklists, please keep the following in mind:

**These checklists are not exhaustive.** Instead they represent a number of best practices that we believe should be applied to all of our properties. It is impossible to set forth in a checklist all actions which our employers should be taking to ensure our safety and health.

**Recommendations will change as the pandemic unfolds.** The enclosed checklists are based on our current understanding of COVID-19 and how it has spread. As the pandemic progresses and as public health experts will gain new insights, additional best practices will be developed.

**Our employers are responsible for providing a safe workplace.** The U.S. Occupational Safety and Health Act, the Canadian Occupational Health and Safety Act, and state and provincial laws require employers to provide their employees with a workplace free from recognized hazards. This is their obligation. The pandemic does not alter that obligation, and we must insist that they meet their legal obligations to our members.

If you have an inquiry about a COVID-19 issue or would like assistance from the International Union, please call the ATU COVID-19 hotline for U.S. Business Agents at (855) 640-0WIN or for Canadian Business Agents at (855) 611-0WIN, or send an email to [coronavirussalert@atu.org](mailto:coronavirussalert@atu.org) for U.S. Business Agents or [coronavirussalert@atucanada.ca](mailto:coronavirussalert@atucanada.ca) for Canadian Business Agents.

#### Enclosures

- c: Javier Perez Jr., International Executive Vice President, ATU
- Kenneth R. Kirk, International Secretary-Treasurer, ATU
- International Vice Presidents, ATU
- John DiNino, President, ATU Canada
- International Representatives, ATU
- (above via email)