



Metropolitan Transit System

Memorandum

DATE: April 12, 2021
TO: All Management and Administrative Employees
FROM: Sharon Cooney, Chief Executive Officer
SUBJECT: Return to Office

While many of us have been working remotely over the past year, we are pleased to announce that MTS has begun the process of returning office employees to the workplace.

First and foremost, I would like to congratulate everyone for their hard work and dedication to delivering public transit during this difficult year! I am particularly proud of your adherence to the safety measures we have implemented to keep employees safe from COVID-19. During the past year, only three Mills Building employees contracted the virus, all of whom contracted it in their personal lives. MTS did not have a single instance when an office employee transmitted the virus to another employee at work.

It has been a long year and you should be really proud of our accomplishments. Our team effort to keep our system safe, clean and operating at almost 100% capacity was remarkable. I cannot be thankful enough for the team we have here. All of you got us through this.

Returning to Office

I am pleased that San Diego has finally turned the corner and positive case rates have dropped dramatically. San Diego is in the Orange Tier and schools and businesses are reopening every day. Our county is leading the way in vaccinations for the public and MTS provided every employee who wanted the vaccine an easy way to get it. Our robust vaccination efforts have been very successful and make our workplace even safer.

As I have tried to convey over the past year, our real value is in our collaboration. We are not an agency where people should work alone. We make each other better by interacting, sometimes in planned ways, sometimes in spontaneous ways. We ask for help when we need it, and offer it whenever we can. That's one of the key values of our success. While collaboration is possible when remote, it is easier, and can be inspiring, when we are together.

Most of you have already returned to the office -- at least a few days per week. We would like to ramp this up in the next few weeks, with the goal of having everyone return to the office full-time by mid-May. By then, everyone who wanted to get the vaccine will have had an opportunity to get it, and allow for the recommended waiting period to let the antibodies kick in. The director of your department will be reaching out to you about a phased-in approach that works for your department.



If you have a serious medical condition that you believe prevents you from returning to the office, please contact Jeff Stumbo, Chief Human Resources Officer (EEO Officer) to request an accommodation.

MTS will continue to have a formal telework program going forward, though it will be less robust than the one implemented during the pandemic. More information on that will be coming soon in a separate announcement.

MTS Offices Are Safe

Safety is of the utmost importance during this return-to-office process. As we return to work and begin this “new normal” in our workplace, we understand that many employees may be concerned about safety. We want every employee to be assured that we are taking your concerns and the well-being of our employees seriously.

Please know that MTS will continue to adhere to the safety protocols that have proven to be so successful this past year. Employees must continue to wear masks, maintain social distancing, practice good hygiene and frequently wash your hands. Furthermore, please continue to stay home if you feel sick.

The enhanced cleaning procedures that have been implemented will continue, as will temperature checks upon arrival, the 3-person limit in lunch rooms and 2-person limit in elevators. Additionally, MTS will continue to offer free, on-site COVID-19 testing to any employee who wants it. As for future changes to these protocols, MTS will be guided by the recommendations of public health professionals.

Thank you for your dedication to public transit and all that you are doing during these unprecedented times to maintain a safe environment and reduce the risk of spreading COVID-19. There truly is light at the end of the tunnel!

cc: COVID-19 Web Pages
All Management Employees Via Text Message