

Memorandum

DATE: April 15, 2021
TO: All Employees
FROM: Brendan R. Shannon, Director of Human Resources
SUBJECT: Second Dose COVID-19 Vaccination Clinics – Sign up Now!

Starting next week, Discovery Health Services (DHS) will conduct on-site vaccination clinics so employees can complete their Moderna COVID-19 vaccination. MTS expects to only receive enough doses to provide second shots for personnel who received their first dose at an MTS vaccination clinic last month. Employees who received their first dose at their healthcare provider, a pharmacy, or at a county vaccination site should get their second dose by using the same process they used to schedule their first dose.

Employees who received their first dose at the County's South Bay Superstation on Sunday, March 21, 2021 should have received an email from Sharp containing a link and instructions for making a second-dose appointment. Please follow the instructions in the email to make your second appointment. Check your spam folder if you do not recall receiving it. If you are having difficulty making a second appointment at the South Bay Superstation, please call 619-476-2397 or email jobs@sdmts.com for assistance.

Employees who received their first dose at another location but would like to get their second dose at MTS, or are interested in receiving their first dose at one of next week's clinics knowing that they will need to find their second dose elsewhere can use this link to be added to a wait list: <https://www.signupgenius.com/go/10C0D4DA9AB23A1F9C61-mtswait>
Human Resources Department Staff will contact you if vaccine supply allows us to expand the scope of next week's vaccination clinics.

If you have your Vaccination Card, please bring it to your appointment so that it can be updated. If you have not received a Vaccination Card, one will be completed and given to you at your appointment.

Sign-up Process

To prevent lines and limit operational disruptions, employees should sign up for a vaccination appointment that does not interfere with their work schedule. For example, if your shift ends at 3:00 p.m., please schedule your vaccination shortly thereafter. The vaccination process will take approximately 25 minutes from the time you arrive. Employees can be vaccinated on a day off, before or after their shift, or on a split. When necessary, supervisors will make schedule adjustments to facilitate employees being vaccinated. Please contact your supervisor to resolve any scheduling issues before booking an appointment during your usual shift.

Please sign up for an appointment that is 28 days or more after you received your first dose. For example, if you received your first dose on Saturday, March 27, 2021, you should schedule your second dose on or after Saturday April 24, 2021. However, if your work schedule or appointment

availability do not allow for the recommended 28 days, the CDC has stated it is acceptable to administer a second dose up to 4 days before the 28-day guideline.

Scheduling front-line workers is our first priority. Management and administrative employees must wait until Sunday, April 18, 2021 to sign up for an appointment. Walk-in availability will be much more limited for second-dose vaccination clinics, so please make an appointment.

MTS will continue to use mass-text messages to send vaccination and COVID-19 updates. If you are not already receiving text messages from MTS, text "MTS" to 484848 to be added to the text distribution list.

Vaccination Clinic Details

Wednesday, April 21, 2021 - 8 a.m. to 6 p.m.

MTS Rail Building A (see attached map)

Use this link to schedule your appointment:

<https://www.signupgenius.com/go/10C0D4DA9AB23A1F9C61-mtsrail>

Thursday, April 22, 2021 - 8 a.m. to 6 p.m.

MTS Bus - Imperial Avenue Division (see attached map)

Use this link to schedule your appointment:

<https://www.signupgenius.com/go/10C0D4DA9AB23A1F9C61-divisionmts>

Saturday, April 24, 2021 - 8 a.m. to 5 p.m.

MTS Bus – Kearney Mesa Division (see attached map)

Use this link to schedule your appointment:

<https://www.signupgenius.com/go/10C0D4DA9AB23A1F9C61-division>

Monday, April 26, 2021 - 8 a.m. to 5 p.m.

James R. Mills Building – 9th Floor Training Room (see attached map)

Use this link to schedule your appointment:

<https://www.signupgenius.com/go/10C0D4DA9AB23A1F9C61-mills>

Tuesday, April 27, 2021 - 8 a.m. to 5 p.m.

James R. Mills Building – 9th Floor Training Room (see attached map)

Use this link to schedule your appointment:

<https://www.signupgenius.com/go/10C0D4DA9AB23A1F9C61-mills1>

The day of your appointment

1. Please arrive on time
2. Bring your MTS employee ID (Other picture ID is okay, but MTS ID is preferred)
3. Bring your Vaccination Card (if you have one)

Please email any questions to jobs@sdmts.com or call 619-557-4550.

Attachments:

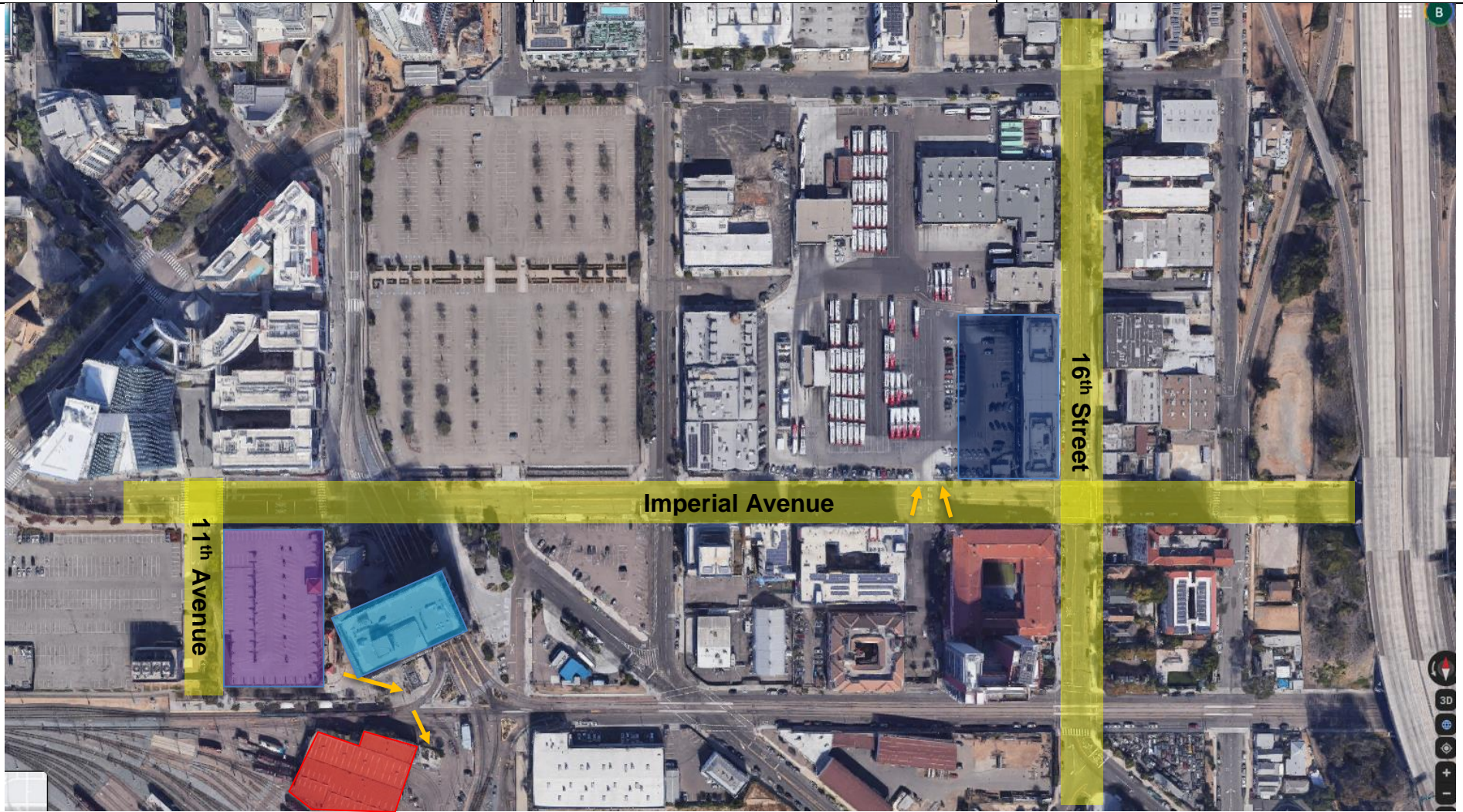
1. MTS Rail Building A, James R. Mills Building and Imperial Avenue Division Map
2. MTS Bus Kearney Mesa Division Map

cc: All Bulletin Boards until April 27, 2021
COVID-19 Web Pages
All Employees via Text Message
All Employees via Agency Email

Wednesday, April 21, 2021
Park in the Mills Building Autopark
1255 Imperial Avenue, SD, CA 92101
(Imperial Ave. and 11th Ave)
Event staff will direct you across the tracks into
San Diego Trolley Building A

Thursday, April 22, 2021
MTS Bus - Imperial Avenue Division
100 16th Street, SD, CA 92122 (Use
Imperial Ave. entrance)
Event staff will direct you to parking and
the vaccination site

Monday, April 26 & Tuesday, April 27, 2021
Park in the Mills Building Autopark
1255 Imperial Avenue, SD, CA 92101
(Imperial Ave. and 11th Ave)
Exit the parking structure and take the
elevator to the 9th floor of the Mills Building.



Saturday, April 24, 2021
MTS Bus – Kearney Mesa Division
4630 Ruffner Street, San Diego, CA, 92111 (Enter from Ruffner Street and use reserved parking adjacent to dispatch building)
Event staff will direct you to parking and the vaccination site

