

Memorandum

DATE: March 22, 2021
TO: All Employees
FROM: Brendan R. Shannon, Director of Human Resources
SUBJECT: On-Site COVID-19 Vaccination This Week – Sign up Now!

MTS is receiving 600 doses of the Moderna COVID-19 vaccine this week! In partnership with Discovery Health Services (DHS), we will conduct on-site vaccination clinics this Wednesday, Thursday and Saturday.

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; and try to sign up for an appointment at your home division, if possible. The vaccination process will take approximately 35 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.

Scheduling front-line workers is our first priority. Management and administrative employees must wait until noon on March 23, 2021 to sign up for an appointment.

After all MTS Employees have had an opportunity to sign up, we will offer appointments to Transdev and First Transit employees, so SIGN UP NOW TO RESERVE YOUR VACCINATION!

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, March 24, 2021 - 8 a.m. to 6 p.m.

MTS Rail Building A (see attached map)

(One hour of free parking available in MTS parking structure)

Use this link to schedule your appointment:

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

Code Enforcement and Transit System Security employees may also use this link:

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

Thursday March 25, 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-mtsvaccination1>

Saturday March 27, 2021 - 8 a.m. to 6 p.m.
MTS Bus – Kearney Mesa Division (see attached map)

Use this link to schedule your appointment:

<https://www.signupgenius.com/go/10C0D4DA9AB23A1F9C61-mtsvaccination2>

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)

2nd Vaccine Dose

The Moderna COVID-19 Vaccine requires two doses spaced approximately 28 days apart. MTS is planning to hold vaccination clinics starting April 21, 2021 for second doses. The Human Resources Department will send out full details after the County confirms vaccine availability.

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

Attachments:

1. MTS Rail Building A and Imperial Avenue Division Map
2. MTS Bus Kearney Mesa Division Map

cc: All Bulletin Boards until March 28, 2021
COVID-19 Web Pages
All Employees via Text Message
All Employees via Agency Email

Wednesday, March 24, 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

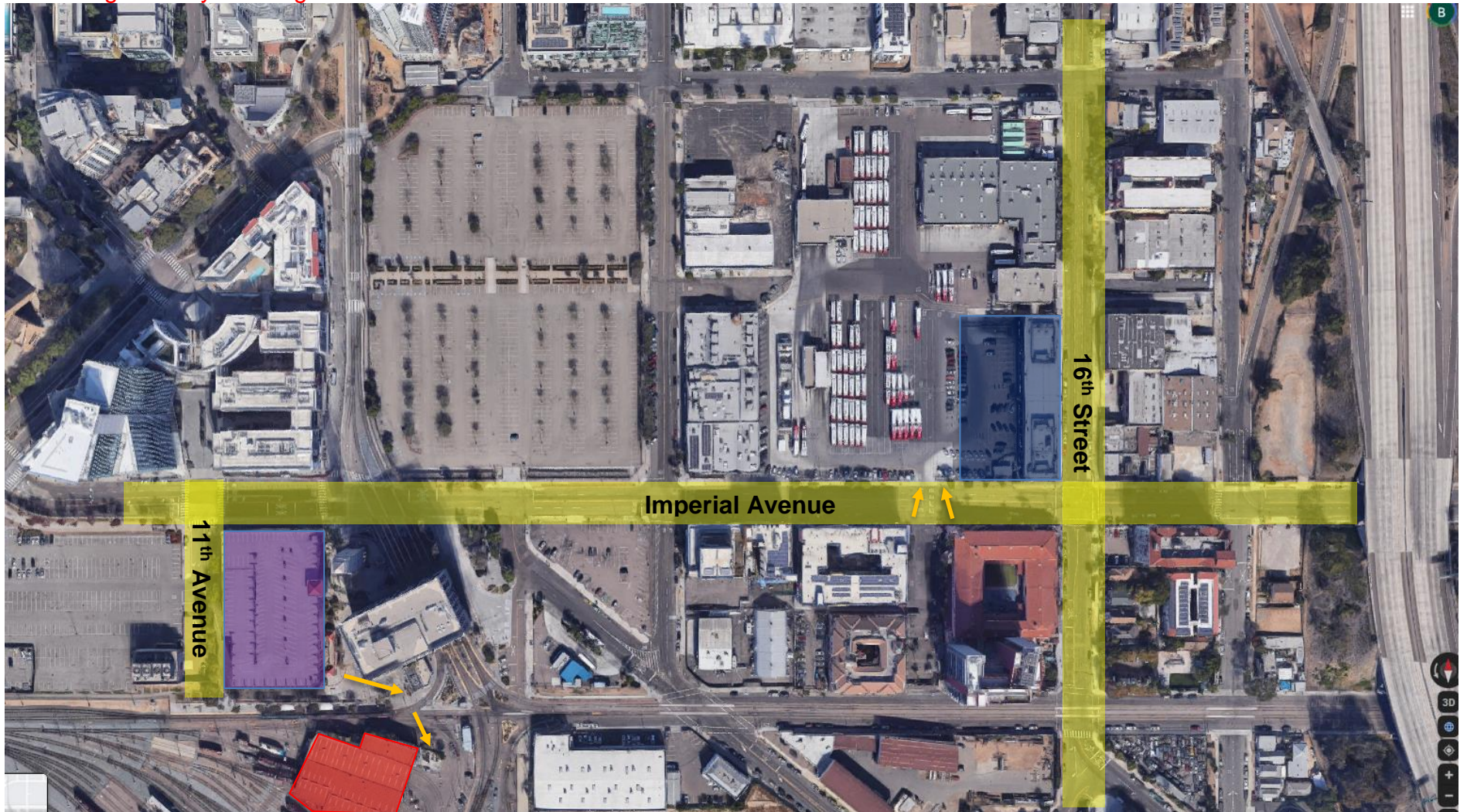
San Diego Trolley Building A

Thursday, March 25, 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



Saturday, March 27, 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

