***Memorandum­­­­­***

**DATE: November 1, 2021**

**TO: All Metra Vendors**

**FROM: Jim Derwinski**

**CEO/Executive Director**

**SUBJECT: COVID-19 Vaccination Requirement for Vendors**

Today, Metra issued its Mandatory COVID-19 Vaccination Policy for all Metra employees. Under Metra’s Policy, as of January 21, 2022, all Metra employees must be fully vaccinated (defined as two weeks after receiving the second dose of an FDA approved, two-dose vaccine or a single dose of an FDA approved, one-dose vaccine) unless they receive a medical or religious accommodation.

You have been identified as a vendor with employees, subcontractors, or other individuals under your control or supervision who regularly come in direct contact with Metra staff or customers and/or who regularly work on Metra property. Metra property is defined to include all property that Metra leases or owns including without limitation its transit facilities, maintenance shops, headquarters, warehouses, vehicles, and right of way.

No later than January 21, 2022, you must certify your compliance with Metra’s COVID-19 vaccination requirement by completing the attached certification and returning it to **vendorvax@metrarr.com**. Specifically, you must certify that all individuals under your company’s employ, supervision, or control who regularly enter Metra property as of January 21, 2022 are fully vaccinated (as defined above) or have sought and received an accommodation from your company because they are medically unable to receive the COVID-19 vaccination or have a sincerely held religious belief which prevents them from getting the vaccine. This requirement does not apply when individuals are working in open areas like construction sites, track work, or facilities that are wide open and have proper outdoor ventilation as determined by Metra.

Metra may, in its sole discretion, ask you to produce the records on which you relied to make such certification. You must retain such records for the period of time as you are required to retain other records under your contract with Metra. In the future, Metra may require that employees, subcontractors, or other individuals under your control with legitimate medical and/or religious exemptions wear masks, social distance and/or receive periodic testing. If Metra makes such a determination, Metra will notify you accordingly.

Employees, subcontractors, or other individuals under your supervision or control regularly working on Metra property who are not fully vaccinated or have not received an accommodation will be ineligible to work on Metra property as of January 21, 2022.

This requirement applies to all prime contractors and subcontractors that have individuals regularly in direct contact with Metra personnel or customers and/or regularly work on Metra property. It is the responsibility of each contractor to collect a completed certification from their subcontractors and submit to Metra by January 21, 2022.