



Greater Cleveland  
Regional Transit Authority

1240 West 6th Street  
Cleveland, Ohio 44113-1302  
Phone: 216-566-5100  
riderta.com

May 7, 2020

To Our Valued Contractors:

As you are probably aware, the State of Ohio has issued guidance for businesses to provide safe workplaces for their employees and customers in the wake of the COVID-19 pandemic. The Greater Cleveland Regional Transit Authority ("GCRTA") is taking precautions, such as social distancing and other preventative measures, to continue to keep each other and our passengers safe from the spread of COVID-19.

In particular, Section 8 of the Director's Stay Safe Ohio Order, issued by the Director of the Ohio Department of Health on April 30, 2020 ("Stay Safe Ohio Order"), requires all businesses operating in the State of Ohio to require employees to wear facial coverings, with certain enumerated exceptions. Businesses must provide written justification, upon request, explaining why an employee is not required to wear a facial covering in the workplace.

In accordance with this requirement, GCRTA requires all of its employees to wear a face mask or face covering while on company premises or aboard any service vehicle. We are asking you to require your employees, while on GCRTA's premises or aboard any service vehicle, to wear a face mask or covering in accordance with the Stay Safe Ohio Order. If one of your employees has a reason not to wear a mask or face covering that is enumerated in the Stay Safe Ohio Order, please provide it to us in writing prior to the employee's arrival at GCRTA. If a contractor's employee fails or refuses to wear a mask or face covering while on GCRTA's premises or aboard any service vehicle, GCRTA will ask that individual to leave the premises. This procedure will be in effect until further notice.

We appreciate your cooperation in this matter and look forward to working together in a safe and effective manner. If you have any questions or concerns, please contact the Contract Administrator assigned to your contract.

Sincerely,

Melinda Dangelo  
Director of Procurement