



GENESEE COUNTY ROAD COMMISSION
Human Resources Department

MEMO

DATE: March 25, 2020

TO: All GCRC Employees

FROM: Donna Poplar, Human Resource Director

RE: GCRC COVID-19: Moving Forward

GCRC's COVID-19 Proactive & Preventive Steps Moving Forward

As GCRC continues in its endeavors in working together to slow the spread of COVID-19 and to make every effort to protect and safeguard the safety and health of our employees, we will implement the following:

- Beginning March 30, 2020, thru April 12, 2020, we will be working designated employees 40 hours on and 40 hours off. Employee's supervisors will inform each employee of their working schedules and additional details, including providing information about the emergency call in's. All employees will be paid for the 40 hours that they are scheduled to be off work.
- GCRC workforce will continue to work 4/10's until further notice. However, during the week of April 6, 2020, we will work 3/10's Monday thru Wednesday. We will not work on Thursday, April 9, 2020, in observance of Good Friday. Please leave Thursday, April 9, 2020 blank on your time card and charge Friday, April 10, 2020, 10-hours for Holiday pay.
- For timekeeping, this day will be left blank, however, please charged 10-hours of Holiday pay on Friday, April 10.
- GCRC will continue to enforce social distancing.
- Secure adequate safety supplies, including hand sanitizer.
- We are providing gloves for all Kiosk stations.
- Increase the frequency of cleaning facilities.
- Limit the number of employees per vehicle to one where applicable and no more than two.
- Put a plan in place to control the # of employees who can gather at one time in the designated break rooms.
- Facilities will continue to remain closed to the public.

We realize that information concerning the COVID -19 epidemic is changing by the day. We will continue to work as diligently and expeditiously as we can to keep you abreast of all changes affecting the GCRC operations and its employees.

In our attempt to minimize false information from circulating about GCRC employees, we are committed to being transparent with viable information and appropriate updates as allowed by the Department of Labor, legal counsel and/or what is permitted by [HIPAA](#) guidelines.

False information can only serve to increase one's level of fear and anxiety, and we are asking all employees to communicate any concerns you may have relative to the COVID-19 epidemic to your supervisor.

The HR Department is working very closely with each department hearing and assessing all GCRC employees' concerns. The HR Department has an open-door policy, and all are welcome to contact the HR Department directly.

Thank you in advance for your patience and cooperation while we work together, navigating ourselves through the COVID-19 epidemic.