



## GENESEE COUNTY ROAD COMMISSION

### MEMO

**DATE:** April 29, 2020

**TO:** All GCRC Employees

**FROM:** Fred Peivandi, Managing Director & Donna Poplar, Human Resource Director

**RE:** COVID-19 and Operational Update

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GCRC extend our greatest appreciation for your direct cooperation in adhering to GCRC's preventative and proactive measures that have enabled us to create a work environment to keep our employees healthy and safe during this horrendous COVID -19 pandemic. Your patience, understanding, incredible teamwork and performance has not gone unnoticed. We thank you for standing strong and doing your part as a valued GCRC employee to stay safe and helping others to stay safe as we combat this pandemic together. As a result of you doing your part, GCRC can announce the "Good News" of not having any GCRC employee testing positive for COVID-19.

Now that we have resumed back to working with a full staff, and as we focus on moving forward, we must ALL remain conscious of the devastation that COVID -19 is causing throughout the United States and globally. This horrific pandemic has touched our community, disrupted our lives in many ways, and created many uncertainties.

GCRC, despite the many challenges, has utilized proper strategic planning and implementation in managing the COVID -19 pandemic and remaining compliant. We pride ourselves in the operational decisions we've made that have enabled us to keep ALL our employees working without any reduction in pay, and we have avoided layoffs.

GCRC doesn't take the COVID-19 devastating pandemic lightly. Therefore, as we strive to return to normalcy in the workplace and in our efforts to move the GCRC operation forward, it is essential to note that we are extremely concerned about the health and safety of ALL our employees. Therefore, we will **not** be relaxing the proactive safety preventative measures that we currently have in place. To remain compliant and utilize the best safety measures, GCRC is requiring ALL employees to adhere to the following:

- Wear a facemask when working in enclosed work areas, and wear gloves when applicable.
- Maintain 6-feet social distancing when possible. If you can't maintain 6-feet distancing, you are to wear your face mask.
- If work duties make it difficult to wear a facemask safely, please contact your supervisor for instructions.
- If you have any medical reasons that will prevent you from wearing a facemask, please contact the Human Resources (HR) Department for instructions.

Facemask and gloves will be made available to every department. We want to stress the importance of paying close attention and adhering to all relevant COVID-19 posting throughout GCRC facilities. Your supervisor will discuss all updated safety preventative measures with you as the need arises.

Again, we thank you for being a courageous "Team Player" and doing your part to help keep us all safe. We are excited to have you as a member of our workforce. If you have any questions, please contact the HR Department.

Thank you, and STAY SAFE.